



CATERING & EVENT ASSISTANT

Schedule: Full-Time/Hourly

Department: Administration

Salary Range: Based on Experience

Benefits: 401K, Paid Sick Days, Vacation Time, Commission, Health, and Dental Insurance

General Purpose of Job

A Catering & Event Assistant is responsible for assisting with the preparation and execution of all types of social and corporate events, providing support to their assigned Event Specialist with regards to sales and full-service catering & event services for off-site events throughout Southern California, and events taking place at our preferred, exclusive and partner venues.

Essential Duties and Responsibilities

Uphold the high standards of 24 Carrots' handbook and policies

Uphold 24 Carrots' Core Values: Collaboration, Trustworthiness, Dedication, and Service Excellence

Assist with sales, planning and on-site event management from initial inquiry through event execution and completion, as needed

Provide excellent customer service to clients, assisting as needed from initial inquiry through menu and event development during the proposal and negotiations stage, and continuing throughout the planning process, day-of at their event, and following the event ensuring customer satisfaction and retention

Work with clients to gather all necessary information to ensure event setup & execution details are accurate and all information is efficiently communicated to the staff

Communicate and distribute all event information to appropriate internal staff and managers, working directly with all other departments to ensure all event details are accounted for

Manage outsourced vendor services for events, including placing/confirming orders, communicating event details, directing on-site as needed, and processing invoices in a timely manner

Attend and manage on-site execution of events from installation, delivery and setup through dinner service, and on occasion through to event conclusion as needed

Qualifications

Professional, enthusiastic, responsible, and dependable team player

Highly organized with meticulous attention to detail

Can work well under pressure

Excellent verbal and written communication skills with the ability to prepare and deliver clear, concise reports and presentations that are understandable by the target audience

Project management experience with the ability to manage on-going multiple priorities

Exceptional customer service skills

Ability to function independently and intuitively in a fast-paced environment

Strong computer skills that include proficiency with MS Office and Google applications

Current California Food Handler's card required

Education and/or Experience

College degree in Business Administration, Marketing, Management, Hospitality or other business-related field. Bachelor's degree preferred.

Minimum 2 years of experience within the hospitality industry.

Basic knowledge of catering, event coordination and operations, including pre-event planning, vendor management, on-site logistics and event execution.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; walk; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Please email resume and cover letter to careers@24carrots.com