



CATERING OPERATIONS COORDINATOR

PARTYMAN CATERING CORE VALUES

Happiness | Creativity & Innovation | Teamwork
Authenticity & Care | Work Ethic | Respect & Honesty

SKILLS FOR SUCCESS

- Understands and demonstrates Partyman's Core Values
- Self-motivated with strong initiative
- Organized and methodical
- Strong attention to detail
- Hospitality service-oriented

JOB DESCRIPTION

We are looking for a highly motivated and organized individual to assist the Director of Operations in a range of projects and responsibilities. The Operations Coordinator will aid in the identification, development, and execution of projects and initiatives to improve operational strategy and overall workflow efficiency. Hospitality experience, catering knowledge, and a love of food are a plus. Our ideal candidate will embrace opportunities for innovation and big-picture problem-solving while also keeping meticulous attention on the administrative tasks of the day-to-day.

PRIMARY DUTIES & RESPONSIBILITIES

- Assist the Director of Operations with various projects that will span the different departments including but not limited to Sales, Marketing, Warehouse, Kitchen, and Event Staff.
- Attend events to observe operations and ensure the quality of service is up to Partyman's standards as well as build relationships with venue representatives.
- Actively find opportunities and suggest new concepts and ideas within the organization that will assist in the operations, efficiency, and overall client and employee experiences.
- Collaborate with the Director of Operations to problem solve and find solutions by providing ideas rooted in efficiency, feasibility, and what's best for the company and client.
- Assist in the development, management, and implementation of Partyman's operational strategy for performance improvement and effectiveness.
- Maintain a daily calendar of meetings and events for the Director of Operations, ensuring optimal time management and prioritization.
- Assist the Director of Operations in managing communications and emails.

- Prepare documents and maintain the organization of projects and materials.
- Manage sensitive matters with a high level of confidentiality and discretion.
- Flexibility in the primary job description as the position develops.

OCCASIONAL OTHER DUTIES MAY INCLUDE

- Assist with event support for peak weekends.
- Provide general support to staff when needed.
- Assist Supervisors as needed.

JOB REQUIREMENTS

Education

- Associate's Degree or equivalent experience is preferred.

Experience

- Three years of experience in an office environment.
- Preferred catering, hospitality, and/or event planning experience.

Skills

- Effective communication skills, including writing, speaking, and interpersonal communication.
- Ability to multitask with excellent project management skills.
- Effective problem-solving and critical thinking skills.
- Proficient in Google Suite (Gmail, Calendar, Sheets, Docs, etc.).
- Ability to learn new software quickly, IT literate.
- Meticulously organized.
- Efficient and able to create ways to be more efficient.

Physical

- Ability to sit or stand at a desk for long periods of time.
- Ability to lift 25 pounds occasionally and independently.
- Ability to lift up to 100 pounds with another team member.

Other

- Valid Driver's license and reliable transportation to work.

SCHEDULE REQUIREMENTS

- Traditional schedule will be weekdays with some weekend event shifts.
- Weekend, night, and occasional holiday availability is a must.

COMPENSATION

Pay

- Range from \$17-\$22 per hour based on skill set and experience.
- Non-exempt and hourly.
- Observed Holiday Pay.

Benefits

- 50% health, dental, and vision coverage reimbursement of a single plan.
- Up to 4% 401k retirement match.
- NYS Paid Sick Leave.
- Paid holidays.
- Paid vacation.

COMPANY CULTURE

- Monthly team building events, team lunch, and “Cheers & Chill”.
- Reward milestones.
- Employee scholarship.
- New employees will receive a Partyman Catering t-shirt.

EMPLOYEE REVIEWS

- First review to occur 30-60 days after employment inception.
- Thereafter every six months during the Nov/Dec time period and Jul/Aug time period.
- Improvement plans and interventions as needed.