



## CATERING/F&B COORDINATOR

### **SUMMARY:**

To provide administrative support to Catering, Sales, F&B and Culinary Managers.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare sales and catering contracts, proposals, banquet event orders, letters and correspondence.
- Prepare and distribute:
  - daily events report
  - 14-day events report
  - catering weekly & monthly reports
  - activity log
  - F&B/Culinary Calendar of Events
- Assist with drafting, editing and printing menu for Food and Beverage Department.
- Assist in re-order menu paper as needed.
- Collaborative on, promote and implement Culinary Events with Executive Chef, Food and Beverage Director and DOSM.
- Provide creative support for Culinary Events, such as recipe packets, departure gifts and décor
- Prepare Banquet and F&B menus and display cards.
- Manage Open Table e-blast.
- Manage Coopers Club members and Quarterly Newsletter.
- Assist with Advance planning for all culinary events.
- Assist with day of coordination for culinary events.
- Occasionally assist catering managers with events, such as set-up, guest relations, etc. as needed.
- Answer and route calls to appropriate managers.
- Retrieve and document clear and concise information on all sales and catering inquiries including restaurant reservations and forward to appropriate managers.
- Orders and maintains office supplies.
- Responsible for the upkeep and organization of all Catering/F&B/Culinary event files.
- Block in-house meetings and enter group information into Delphi.
- Interact with all managers and associates to disseminate information about groups/functions and answer general questions.
- Maintain and ensure all presentation packets are complete, presentable and available at all times.
- Maintain and process PO's and client/vendor invoices.
- Support safe work habits and a safe working environment at all times.

- Perform other duties as directed.

### **QUALIFICATIONS:**

To perform this job successfully, individual must be able to meet qualifications listed below.

- Must be extremely organized with strong administrative, written and communication skills.
- Proficient in MS Office programs.
- Catering software and Open Table experience preferred but not required.
- Must be flexible and have the ability to multi-task and manage several projects at a time.
- Must be able to complete and meet demanding timelines.
- Must be able to conduct day-to-day task and presence in a mature and professional manner.
- Must have at least 2-3 years' experience as an administrative assistant.
- Food & Beverage and hotel experience in a luxury resort setting preferred but not required.
- Must be able to work independently.
- Must provide valid document(s) to work in the US.
- Must meet legal age requirements for the position.

### **EDUCATION**

- High school diploma or equal to a GED.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met successfully to perform the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 25 lbs.
- Must be able to stand and walk for long periods of time.

### **LANGUAGE SKILLS:**

- Must speak and communicate in English.
- Must be able to clearly communicate with guests, management and coworkers.

### **CERTIFICATES & LICENSES:**

- Valid California Driver License is required.
- Food Handlers Certificate.

### **WORK ENVIRONMENT:**

The work environment at Bernardus Lodge ranges from winter time lows of 20 degrees to summer time highs to 100+ degrees.

### **GROOMING & WORK ATTIRE**

- Business attire is required, such as slacks, blouse/sweater, buttoned shirt, and nice shoes. Suit jacket only suggested on days when assisting with client events.
- Name tag required whenever walking through public spaces at the resort.
- No extreme colors, highlights or hairstyles.
- No facial or tongue piercing.
- No extreme hair accessories.
- Necklace and earrings must be office appropriate.