



Position: Event Directors - Catered Events

Department: Events

Who We Are: Gourmet Galley Catering is a full service, custom caterer with over 20 years of experience. We are certified green and have been featured in Martha Stewart Weddings, The Knot, and Carats and Cake. In addition to our catering division, we operate 2 retail stores in North Stonington and Niantic. We offer prepared foods that are ready to heat and serve as well as local products, foodie retail items and made to order lunch to enjoy overlooking the Niantic Bay! Now you can enjoy our delicious food in our restaurant or in the comfort of your own home.

There's never been a more exciting time to get on board, so read on to learn more and apply today!

What We Need: We are looking for qualified Event Directors to lead the execution and on-site management for Gourmet Galley Catering events.

The ideal candidate must be an energetic manager, organized, detail oriented, and a team player with the unique ability to multi-task ensuring that each event runs smoothly from start to finish. You will go above and beyond to ensure that the customer is satisfied with every aspect of the event. You'll thrive in this position if you are a creative thinker, problem solver, and thoughtful relationship builder.

This is a part-time, per diem supervisory position.

Responsibilities:

- Manage and execute the event timeline
- Oversee all service staff from check in to check out
- Act as a liaison between kitchen and staff, vendors, and venue
- Act as point of contact for the client during the event
- Ensure proper set-up and break down of the event
- Ensure timely flow of event based on provided timeline (Event Order)
- Handle all staff/client/venue issues on site and complete appropriate paperwork when needed
- Complete After Action Reports following each event for quality assurance within 24 hours of each event
- Upholds and enforces Gourmet Galley Catering policies
- As the main venue contact, you are responsible for the final venue walkthrough with venue approval

Requirements and Skills:

- Ability to manage a diverse employee base
- Ability to plan and delegate job duties
- Strong management skills
- Previous catering experience - fine dining preferred
- TIPS certified preferred

- Ability to stand on your feet for extended periods of time
- Access to personal cell phone
- Professional attire and appearance
- Team player, self starter and fast learner with a can-do attitude
- Strong attention to detail and organizational skills
- Excellent verbal and written communication skills
- Must be able to perform and prioritize multiple tasks simultaneously in a fast paced environment
- Strong problem-solving, judgment, and critical thinking skills
- Schedule may vary based on business demand
- Weekend availability Friday through Sunday is a must

Compensation: Hourly rate based on experience up to \$36/hr + possible gratuity

Apply Now: Please send resume to work@gourmet-galley.com