

The Cheese School is a 7-year old San Francisco institution! We offer private dining, cheese tasting classes, team-building events, and off-site catering. We have opened a Cafe and Cheese Counter in Ghirardelli Square and are now hiring for an event and catering coordinator!

We are a super collaborative team with years of experience in restaurant and cheese counter management and are looking for a creative team player to come and join us! We teach with passion, not pretension and our motto is 'eating is learning' - we want to inspire all of our customers to be adventurous and try new things in the cheese world! In addition, we want to create a supportive environment where everyone can learn to be their best, and develop skills they might not have known they had. We are big on training and internal promotion, and love developing people's talents!



### **Event & Catering Coordinator**

The event and venue coordinator position is a key role at The Cheese School (TCS). The events and venue coordinator is the primary contact for clients once an event, class, or catering order is booked. They ensure success for the team and the client.

#### **Event Responsibilities:**

- Coordinates event details with client once booked executing client vision
- Ensures event scope is within our capacities and capabilities
- Offers upsell opportunities to client
- Onsite point of contact for most private events
- Post-event follow up, shares feedback with team
- Communicates event info to event team via BEOs, weekly internal emails, enters all event information into our systems
- Ensures payment is collected
- Ensures TCS standards of quality and service
- Communicates staffing needs to general manager
- Works with clients and staff to improve process, systems, and satisfaction

#### **Venue Responsibilities:**

- Updates SOPs for the operations of the event space
- Ensures event space is always clean, presentable, and exceeds expectations
- Inventory/ordering of event and catering goods

**Catering Role:**

- Works with chef to create new platter options: breakfast, fruit, sandwich, salad, and soup
- Documents platter order information into our event management system, calendars, and other internal systems
- Works with platter lead to continually improve platter production
- Answers client questions and sends confirmation to client
- Takes on large or unique platter inquiries/sales
- Continues to liaise with the catering kitchen staff about platter abilities and bandwidth

**Other Duties:**

- Shares in general office maintenance including tidying, checking mail, ordering supplies, calendar maintenance, and expense reporting
- Sends thank you and anniversary notes to 'big spending' clients
- Works with sales manager on networking, reaching out to past clients, new opportunities
- Creating and sending gift cards when ordered
- Creating and shipping gift packages when ordered
- Social media: generating photos and other content for posting and blogging

**Compensation and Benefits:**

40 hours p/week. Hourly pay DOE

Sick leave according to SF law

*After 90 days:*

50% health insurance covered by employer

Cell phone stipend

Discounted wines and classes

*After 1 year:*

401(k) matched by employer and bonus plan

And a kick-ass team from Day 1!

The Cheese School is an equal opportunities employer.

**To Apply:**

Email a resume and cover letter to [jobs@thecheeseschool.com](mailto:jobs@thecheeseschool.com) You must include a cover letter to be considered for the position. Please explain your relevant experience and why you want to work for The Cheese School!