

Job Title: Part-Time Catering & Events Manager

Location: Hybrid (On-site at events and remote work flexibility)

Pay Range: \$15-\$20/hr

About Us:

Claire's Cakes & Cafe is a bakery, coffee shop, and catering business serving Staunton, Harrisonburg, Highland, Bath Counties, and surrounding areas. We pride ourselves on using high-quality ingredients to create delicious cafe food, baked goods, custom cakes, With a growing reputation for exceptional events and personalized service, we are looking for a talented Catering & Events Manager to help us deliver memorable experiences for our clients.

Job Description:

The Part-Time Catering & Events Manager will oversee the planning, coordination, and execution of catering orders and events, ensuring exceptional service and seamless operations. This role offers a mix of on-site and remote work, with the flexibility to manage administrative tasks from home and attend events or client meetings as needed.

Key Responsibilities:

- Coordinate and manage catering orders, including weddings, corporate events, and private parties.
- Serve as the main point of contact for clients, ensuring clear communication and excellent customer service throughout the planning process.
- Work with the kitchen team to develop menus that meet client needs, including dietary accommodations (vegan, vegetarian, gluten-free).
- Oversee event logistics, including staffing, timelines, and equipment needs.
- Assist with marketing efforts to promote catering services, including social media posts and email campaigns.
- Maintain accurate records of client inquiries, contracts, and event details.
- Manage budgets for events and ensure cost-effective planning.
- Attend events (as needed) to oversee setup, execution, and breakdown, ensuring client satisfaction.
- Collaborate with the team to develop new event concepts and offerings, such as themed dinners or workshops.

Qualifications:

- Proven experience in event planning, catering, or related fields is a plus.
- Strong organizational and time management skills, with the ability to multitask and meet deadlines.
- Excellent communication and interpersonal skills, with a customer-focused mindset.
- Familiarity with catering logistics, including menu planning and event staffing.
- Ability to work independently and remotely, with reliable access to a computer and phone.
- Flexible schedule, with availability for occasional evenings and weekends to attend events.
- Proficiency in Microsoft Office, Google Workspace, and social media platforms.

Why Join Us?

- Be part of a growing, community-focused business.
- Enjoy a flexible, hybrid work environment.
- Opportunity to contribute creative ideas for events and catering services.

Hours:

Part-time, approximately 10-15 hours per week, with some evening and weekend availability required for events.

Compensation:

Competitive hourly rate, based on experience.