Carrie Dove Catering & Events Position

We are Carrie Dove Catering & Events (www.carriedovecatering.com) and we have an open position for an Events & Staffing Assistant. We think that this would be a great position for a recent hospitality graduate, and would appreciate it if you could forward this on to any groups that you think might have interest.

The Events & Staffing Assistant is an entry level position for someone who wants to be an integral part of a team in the hospitality industry. This position supports our Director of Events and Staffing Manager, and has a wide range of duties. This is a full-time position, with benefits, working out of our Oakland office. See attached position description.

Anyone interested should contact me at adam@carriedovecatering.com

Thanks,

Adam Dove | President
1050 22nd Avenue | Oakland, Ca 94606
O: (415) 460 – 9995 | C: (415) 613 – 5452
www.carriedovecatering.com
### Purpose: Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Events and Staffing Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Non-exempt/Hourly/Full-time</td>
</tr>
<tr>
<td>Hours</td>
<td>40 hours per week</td>
</tr>
<tr>
<td>Department:</td>
<td>1</td>
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<tr>
<td>Reports To:</td>
<td>Kit Shires/Director of Events</td>
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<tr>
<td>Required Education:</td>
<td>High School Diploma</td>
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<tr>
<td>Required Experience:</td>
<td>Entry level. 1 to 2 years of Administrative support and catering experience preferred but not required.</td>
</tr>
</tbody>
</table>

| Physical Requirements: | This position requires the ability to lift up to 50lbs, up to 50% of the time; see more details below |

### Summary

The **Events and Staffing Assistant**’s primary responsibility is to provide support to the Event Team, which includes the Director of Events, the Event Coordinators and the Event Lead. The **Events and Staffing Assistant** is an integral part of the team, and supports the Events Team and staffing to ensure events run efficiently, smoothly and in accordance with client expectations, site regulations and fire codes. The **Events and Staffing Assistant** exemplifies our core values of hard work, humility, happiness, team work and a good attitude. At Carrie Dove Catering & Events, everyone is our client, and we want everyone to have a phenomenal experience.

### Specific Responsibilities Include:

**Staffing**

- **Employee Info**
  - Assist in processing new hire paperwork
  - Maintain up to date employee records through StaffMate
  - Maintain up to date employee information in the iPods
• Pre-event
  - Request On-site employees to work shifts through StaffMate
  - Communicate schedules to full-time On-site staff (Fab 4)
  - Prepare shuffles by adjusting staffing needs based on the needs of each event
  - Manage last minute changes and employee cancelations
  - Utilize staffing agencies to book temporary staff for events
  - Communicate staffing placement details for each event with the Training Coordinator
  - Prepare staffing reports for the production meetings
    - Review proposals and menus, add dietary notes for the kitchen to review, create event sheets and floorplans, draft rental orders, email updated staff times to the Staffing Coordinator, assist with design boards, source all décor and specialty items, follow-up on shipping, unpacking, set-up of items, pull fire permits as needed, and draft client email replies.

Post-Event
• Reconciliation
  - Answer questions and resolve hour discrepancies with employees
  - Receive and audit staffing agency bills for accuracy

Events Assistance
• Event packets
  - Prepare packets for each event
  - Unpack & resent event packets upon return

• Manage Décor land
  - Accept/receive client deliveries
  - Label and inventory client items
  - Organize and client’s returned items
  - Pull décor for each event
  - Organize inventory in décor land, and maintain a tidy appearance
  - Source décor and specialty items

Office Support
• Assist the Office
  - Answer the phones and doors for client deliveries
  - Collect mail and deliveries
  - Run errands when needed
  - Support with setting-up office meals & birthday meals
  - Support with ordering employee and client gifts
  - Make coffee

Ad Hoc
• Assist the Director of Events and the Event Team with ad hoc projects that may arise.
Physical Requirements Include:
- Sitting, bending, squatting, standing, stretching, lifting up to 50lbs, loading and unloading heavy equipment, walking, climbing stairs, driving company vans and rentals.

Requirements:
- Demonstrate the capacity to be an embodiment of our core values
- Ability to fluently read, write and verbally communicate in English
- Ability to professionally coordinate and communicate with clients
- The ability to be flexible
- Exhibit maturity and the ability to make wise independent judgement
- Understand and agree with the philosophy, values, vision and goals of CDCE
- Have a valid California Driver’s License

In addition to policies outlined in the general job description, each department/client will determine specific policies that their employees are expected to follow. The following is a chart of essential functions that can be completed at each site to reflect specific requirements. Due to the constantly changing needs of the clients/customers we support, the items listed below may change at any time and site without notice.

**Specific Expectations Guidelines:**

<table>
<thead>
<tr>
<th>Not Applicable/NA</th>
<th>Seldom (1 to 10% of the time)</th>
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<tbody>
<tr>
<td>Occasional (10-30% of the time)</td>
<td>Frequent (30-70% of the time)</td>
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<tr>
<td>Constant (over 70% of the time)</td>
<td>Never</td>
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<table>
<thead>
<tr>
<th>Task</th>
<th>N/A</th>
<th>Never</th>
<th>Seldom</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tr>
<td>Run errands</td>
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<tr>
<td>Staffing Assistant</td>
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<tr>
<td>Events Assistant</td>
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<tr>
<td>Office/Admin</td>
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<tr>
<td>Lifting 50 lbs.</td>
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<tr>
<td>Climbing stairs</td>
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<tr>
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<tr>
<td>Activity</td>
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<tr>
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<tr>
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Employee Printed Name:  ____________________________

Employee Signature:  ____________________________

Date:  ____________________________

By signing this job description, I am attesting that I understand every aspect detailed above, and attest I am in agreement to fulfilling the duties and responsibilities outlined in this job description.