



MINTAHOE

CATERING & EVENTS

MINTAHOE CATERING & EVENTS IS A PREMIER CATERING COMPANY IN MINNESOTA. IF YOU ARE INTERESTED IN JOINING A PROFESSIONAL AND SUCCESSFUL COMPANY AND YOU HAVE THE EXPERIENCE AND SKILLS TO MEET OUR REQUIREMENTS, PLEASE SUBMIT YOUR RESUME FOR CONSIDERATION.

PICNIC COORDINATOR

A PICNIC COORINATOR ENSURES THAT EVENTS ARE ORGANIZED AND EXECUTED ACCORDING TO MINTAHOE'S HIGH STANDARDS, RESULTING IN THE COMPLETE SATISFACTION OF OUR CLIENTS.

RESPONSIBILITIES

DUTIES OF A PICNIC COORDINATOR WILL INCLUDE, BUT ARE NOT LIMITED TO:

- ENSURING THE EVENT IS PROPERLY SET UP FOR THE OVERALL EXECUTION OF MEAL PREPARATION AND SERVICE.
- PROFESSIONAL INTERACTION WITH THE HOST, ACCOMMODATING SPECIAL REQUESTS OR LAST-MINUTE ADJUSTMENTS.
- MONITORING EVENT STAFF AND GUESTS, RESPONDING TO ALL QUESTIONS OR COMMENTS.
- ASSIGNING SPECIFIC TASKS AND EFFECTIVELY MANAGE A TEAM OF EVENT STAFF.
- ENSURING ALL SAFETY, SATISFACTION CODES, AND MINTAHOE PROCEDURES ARE FOLLOWED.
- COMMUNICATE THE MENU DETAILS, FOOD PREPARATION, AND SERVICE STANDARDS WITH THE PROPER STAFF.
- PROPERLY PREPARE FOOD PAYING ATTENTION TO SPEED, CLEANLINESS, AND ORGANIZATION.
- ENSURE EACH FOOD ITEM PREPARED MEETS BOTH MINTAHOE AND CUSTOMER STANDARDS.

QUALIFICATIONS

PICNIC COORDINATORS IDEALLY POSSESS

EXCEPTIONAL TASK MANAGEMENT SKILLS | SELF MOTIVATION | DETAIL ORIENTED | LEADERSHIP SKILLS

FRIENDLY CUSTOMER SERVICE | EFFICIENT PROBLEM SOLVING SKILLS | STRONG PHYSICAL STAMINA | CLEAN DRIVING RECORD

- A MINIMUM OF 3-5 YEARS OF HOSPITALITY EXPERIENCE;
- PREVIOUS COOKING & GRILLING EXPERIENCE;
- CAN PHYSICALLY OPERATE, LOAD, AND UNLOAD A CATERING VEHICLE;
- CAN PROVIDE A FLEXIBLE SCHEDULE INCLUDING NIGHTS AND WEEKENDS;
- PROFESSIONAL APPEARANCE AND DEMEANOR

IN ADDITION TO OFFERING COMPETITIVE COMPENSATION, FULL-TIME EMPLOYEES FOR MINTAHOE CATERING & EVENTS ARE ELIGIBLE FOR BENEFITS INCLUDING HEALTH CARE, DENTAL, VISION, PAID TIME OFF, 401K AS WELL AS NUMEROUS PROFESSIONAL DEVELOPMENT AND GROWTH OPPORTUNITIES.

IF YOU MEET THE QUALIFICATIONS AND LOOKING FOR AN EXCITING CAREER WITH AN AWESOME COMPANY, PLEASE COMPLETE AN APPLICATION ON THE **CAREERS** PAGE ON **MINTAHOE.COM**