



Preferred  
Sonoma  
Caterers

## Event Planner & Catering Captain

We are looking for team player that is comfortable working independently, as part of a team, and leading a team in a dynamic environment. As an Event Planner you would work with brides & grooms to design the menus, rentals, and layouts for their weddings. Coordinate with rental companies, venues, and outside wedding planners. As an Event Captain you would lead (after a training period) a team of servers and chefs to implement the event, including set up of rentals, service, and clean up & breakdown; this is a very hands-on job which can require long hours and good physical endurance. A friendly, detail oriented, and customer service driven individual would be successful in this position.

This is not a sales position but would work with couples who inquire about catering services to provide customized menus, price estimates, and a sense of who we are so they may determine if we are the best match for them. Then to fine tune plans, coordinate all catering related needs, and finally make the event happen.

This position requires excellent verbal and written communication, a friendly personality, and a team spirit. Experience with catering, event planning, and logistics is helpful, but we are willing to train the right candidate.

We are a friendly, family-oriented environment. We believe we should enjoy coming to work and seeing our co-workers. We believe in individual accountability and are looking for enthusiastic individuals that are fulfilled by a job well done.

During our busy season (April to October) overtime is very likely. During the slow season we will guarantee full-time, but that is also a great season for a little time off. We make every effort to be flexible and expect the same.

**Full Time**

**40+ hours per week**

**Wednesday thru Sunday (the planning part is largely to 9 to 5, the catering part varies with event needs.)**

**\$25 per hour + tips (typically \$10 to \$12 per hour on events)**

**Medical & Dental Insurance**

**Vacation Time & Sick Time**

**Simple IRA with matching**

**Send Resume:**

**Jim@SonomaCaterers.com**

**or**

**Preferred Sonoma Caterers**

**416 East D Street**

**Petaluma, Ca 94952**