



Job Description

JOB TITLE:	Events Coordinator at The KITCHEN	PREPARED BY:	Sarah Moser, Lieza Dagher
DEPARTMENT/REGION:	Boston Region, The KITCHEN at Boston Public Market	DATE:	3/31/17
LOCATION:	Boston	COST CENTER	BPM KITCHEN
REPORTS TO:	Lieza Dagher, Program Director		

<i>For Human Resources Use Only</i>		HR APPROVAL:
FLSA STATUS:	Exempt _____	DATE:
	Non-Exempt _____	

Summary of Position:

The KITCHEN is a community gathering place, managed by The Trustees, that is restoring the craft of seasonal cooking in Massachusetts, New England, and beyond through hands-on classes and educational experiences that celebrate the farmers and artisans of this region.

The Events Coordinator will support The KITCHEN mission by facilitating and executing high-quality events during the busy weekend periods during the summer. In addition to event facilitation, this role supports The KITCHEN team in developing programs, working with partners, coordinating volunteers, developing marketing & social media presence, and providing customer service to event attendees and partners.

The ideal candidate will have a passion for food and cooking, sustainability, and non-profits, plus will bring skills and experience related to event planning and coordination, office administration, and marketing and social media. We are seeking candidates who are eager to learn the nuances of working at a nonprofit organization and who are willing to take on the challenges of a start-up endeavor. At least one year of experience in an office setting is required.

This position is highly independent and requires someone who is a self-starter and does not need to rely on others for direction.

Commitment

Start date is immediate. The Events Coordinator will cover events on a regular schedule of Friday, Saturday, and Sunday, within the market hours of 8 am-8 pm, and occasionally later or earlier as required. The position will be approximately 20 hours per week from date of hire through June 12, increasing to 30 hours per week from June 13-August 31. Employment past August is also possible.

Essential Functions:

- Curriculum planning and execution of in house culinary programming to the standards of The Trustees and The Boston Public Market.
- Assisting guest chefs or programming partners with planning and execution of programs in The KITCHEN
- Menu planning and execution of catering and private events to the standards of The Trustees and The Boston Public Market.
- Recruiting, scheduling, training and managing volunteer staff and culinary interns in collaboration with The Trustees Boston Volunteer Coordinator.
- Managing hired culinary or service staff at The KITCHEN
- Maintaining high standards of sanitation and safety in both the back and front of the house kitchens
- Attending meetings and trainings as needed
- Supporting Program Director, Engagement Site Manager, and Operations Manager as needed
- Upholding high standards of customer service, including greeting every customer, educating them about The KITCHEN and The Trustees and helping them in a friendly manner.
- Managing the POS system including event tickets and sales.
- Performing opening and closing duties.
- Other duties as assigned with or without accommodation

Minimum Requirements:

Education and Experience:

- Undergraduate degree
- Food Safety Certification (Servsafe) or willingness to obtain certification
- Willingness to obtain TIPS certification

Skills/Qualifications:

- Background check required
- Flexible work schedule, nights and weekends required
- Able to work well with people in a team environment, and to communicate effectively both written and orally
- Able to function and act independently