



**Savor  
The  
Flavor**

**Position:** Provisioning Coordinator

**Reports to:** Component Director

## **MISSION STATEMENT**

Our mission is to remain head and shoulders above our rivals in the restaurant arena. We believe that a component measure of our success will be the shareholder value we create through our core values and sustainable commitments. This value will be a direct result of our ability to enhance and crystallize our current Commerce Leadership position. The stronger our Commerce Leadership position, the more compelling our economic model. Commerce Leadership can translate directly to greater revenue, sizable profitability, major capital velocity, and correspondingly enhanced returns on capital invested. We are ladies and gentlemen serving ladies and gentlemen.

## **CORE VALUES**

- Become solution and innovation focused.
- Trust must permeate the organization.
- Execute sanguine energy from the top down.

Filsaime Flavors is looking for a Provisioning Coordinator. The Provisioning Coordinator will be responsible for executing all catering functions of the restaurant event needs. This individual will report to the Component Director and will seek to maximize the potential of the restaurant catering business by positioning the company as the region's leader in event experience and quality.

## **Primary Responsibilities:**

Manage a team of Culinary Operators, Dispatch Operators and Consumer Advisors for successful execution of catering events.

Perform staff management, expense control, menu selection, food preparation and equipment rental to ensure profitable event.

Explore business opportunities to obtain new orders.

Develop positive working relationship with existing customers for repeat business.

Work consistently with catering department on operation and execution of events.

Respond to customer inquiries in accurate and timely manner.

Prepare comprehensive catering order form according to client's requirements and interests.

Coordinate and manage catering operations to assure quality services.

Review and finalize sales contracts, catering event orders and pricing agreements with clients.

Attend meetings on regular basis with leadership team to discuss about new orders and issues.

Oversee food preparation, transportation and set-up activities to ensure successful event.

Hire and train operators on catering processes and policies.

Adhere to sanitation and safety standards.

Wash, peel and/or cut various fruit to prepare for arranging

Prepare fruit bouquets on selected orders

Act as the on-site contact for the customer at all Company as it relates to food and beverage needs. This individual will be a resource to our customers from the time the event is being planned through execution of the event. The Provisioning Coordinator should be available to answer questions from the customer as needed, troubleshoot and solve issues that arise on event day, etc.

## **Requirements:**

- Must be 18 years of age.
- Submit your autobiography.

**Perks:**

⌘ Severance Package

⌘ Defined Benefit Pension

⌘ Perseverance Development Plan

⌘ 32-Hour & 4-day work week for Salaried Managers

Job Type: Full-time

Pay: \$50,000.00 - \$54,000.00 per year