

Job Title: Catering and Events Manager - Alohana Acai Bowls

Location: Carlsbad, California

Alohana Acai Bowls is seeking an experienced Catering and Events Manager to join our team. The Catering and Events Manager will be responsible for managing and executing all catering and events orders for our Carlsbad-based acai bowl company. As a Catering and Events Manager, you will be responsible for overseeing and participating in the entire catering and events process, from initial customer inquiries to delivery, setup and service of the events/orders.

Responsibilities:

- Manage and execute all catering and events for the company, including processing orders, creating menus, coordinating logistics, and ensuring timely delivery and setup
- Develop and maintain relationships with corporate clients, event planners, and other potential customers to generate new business and maintain existing relationships
- Work with the Marketing Manager to develop and execute marketing strategies and promotions to increase catering and events sales
- Coordinate with the Warehouse/Kitchen Manager to ensure that all catering and events orders are executed to the highest standards and in accordance with company policies and procedures
- Manage inventory and supplies for catering and events, ensuring that all necessary equipment and materials are available and in good working condition
- Create and maintain accurate records of all catering and events orders, including customer information, menu items, and delivery details
- Monitor catering and events costs and budgets to ensure profitability and cost-effectiveness
- Maintain a professional and positive image of the company at all times, both in person and over the phone/email
- Hire, train, and manage a team of catering and events staff to assist with orders and deliveries

Qualifications:

- 3+ years of experience in catering or events management
- Clean driving record (min 5 years driving experience) and ability to drive a full size box van
- Excellent organizational skills, with the ability to manage multiple tasks and projects simultaneously
- Strong communication and customer service skills, with the ability to build and maintain relationships with customers and clients
- Proficiency in Microsoft Office, including Excel and Word
- Experience with catering and events software and technology platforms
- Familiarity with food safety regulations and industry standards. Food handling certificate required.
- Ability to work flexible hours, including evenings and weekends, as needed
- Bachelor's degree in hospitality, culinary arts, or a related field is preferred, but not required

At Alohana Acai Bowls, we value creativity, innovation, and a strong commitment to customer satisfaction. If you are a results-oriented individual with a passion for the food service industry and a talent for event planning, we encourage you to apply for this exciting opportunity to join our team as a Catering and Events Manager.