

STAFFING COORDINATOR

Job Type:

Full-time

Job Description:

J. Scott Catering, a high end catering company serving the Main Line and Philadelphia area is seeking to hire a full-time, Staffing Coordinator their office in Malvern. The successful person for this position will be knowledge for staffing the events with the right staff and skillset, building and cultivating relationships with staff pool, anticipating staffing needs and finding resolutions for staffing issues.

Essential Duties & Responsibilities:

- Hiring event staff including screening candidates, interviews and ultimately making recommendations for hire
- Assuring New Hire paperwork is complete and accurate prior to start date, including making sure that all Drivers for events have completed the driving paperwork and have been approved
- When necessary, participate in write ups and other corrective communication
- Maintain a constant pool of resources for seasonal and new party staff at all times
- Fill in for any events that are not fully staffed
- Work events every weekend throughout May through July AND September through November and at a minimum of One (1) event per week during the month of December each year
- Proactively reviewing upcoming events in order to make appropriate staffing adjustments
- Constant communication with sales staff about events level of difficulty, issues, guest counts, location, time changes, etc.
- Develop and maintain relationships with various staffing agencies and placing and monitoring employment ads with Craigslist, Indeed, etc.
- Weekly meetings with the Executive Chef to discuss hiring needs, personnel issue and event ratio issues

Qualifications and Skills:

- Valid Driver's License and good reliable transportation
- Phone and Email Communication Proficiency
- Organizational Skills & Attention to Detail
- General computer proficiency & ability to quickly learn our internal programs
- Scheduling of staff using the Staffmate scheduling system. Knowledge of Staffmate is a plus!!!
- Exceptional Customer Service
- Hospitality Experience Required

Benefits:

- Salary 401 K
- PTO
- Health Benefits
- High earning potential for the right candidate

To be considered for this position, candidates should send a resume along with salary requirements.