



We are now recruiting for an: Events Co-ordinator
Tuesday – Saturday (some Sundays)
£22-£24 depending on experience
Thorp Arch, Wetherby

Homegrown Hospitality is a family run business that has been providing outstanding outside catering for weddings and events across Yorkshire since 2013.

We are recruiting for a hands-on events co-ordinator who will look after a portfolio of clients ensuring that we understand their needs and have everything in place to deliver their catering at our highest standards.

Over a 5-day week, you will be guiding our clients through what can sometimes be overwhelming decisions, communicating all conversations back to the relevant people including chefs, third party companies and casual staff.

This is a hands-on role and, in the lead up to an event, you will be setting up at venues which involves carrying equipment and loading vans. On an event day you will be the main point of contact for our front of house team and you will be briefing them on the event and guiding them through service.

You will be tasked with ensuring that our clients receive full aftercare including taking feedback and testimonials and helping them to understand what we can do for them going forward.

Through the summer season the working week tends to be Tuesday – Friday 9am-5pm and on a Saturday (and the odd Sunday) when events are live this is a long day often 12-14hrs and you will be required to complete the get out and stock check at the end of an event. The season is at its busiest through May – October and you will benefit from a 4-day week Tuesday – Friday usually from January – March diary permitting. We also offer a bonus Holiday over Christmas provided we haven't got events.

The right candidate must have:

- a full driving license
- confidence using word, excel and emails on a computer as a minimum
- an ability to juggle tasks in a busy environment
- practical abilities and common sense approach
- Ability to think things through and plan for the worst
- Flexibility to be able to work to the varied demands of the business

Working as an integral part of our small team, our Events Co-ordinator will work closely with our Front of House Manager, Chefs and wider kitchen team and will be carrying out tasks including (but not limited to)

- Liaising with clients on a day to day basis
- Liaising with Wedding Planners and Venues
- Sourcing special equipment and linens as per our client's requests
- Completing pre wedding checklists and communicating information to all relevant parties
- Planning equipment required for any given job through third parties or from our own store
- Loading the vans with kit and setting up at your venues
- Managing kitchen call plans to ensure the right food gets to the right tables
- Managing event budgets
- Managing a Front of House team including ensuring they are turned out correctly, and all have relevant training, arranging transport and signing off and submitting time sheets
- Working on the bar late at night and dismantling at the end.
- Ensuring that all hired equipment is counted and logged ready for collection
- Ensuring that our kit log is checked back in

Open for application 18th Jan – 9th Feb

Interviews 19th & 20th Feb

Start Date 25th March or earlier if possible. (11th March Ideally)