



Staffing Coordinator Job Description

The ideal Staffing Coordinator is confidential, honest, and self-managed. He or she is approachable & and collaborative, and his or her communication style is direct and candid. This person should be patient, have a positive personality, and be able to enforce accountability standards when necessary. The right candidate is professional in their actions and appearance and is detailed and organized. This person has excellent communication skills, both written and verbal. Additionally, they must be able to work well under pressure and have the capability to work discreetly with highly confidential information such as salaries and employment records. The Staffing Coordinator should be a hands-on team player who works collaboratively with all departments to ensure events are staffed properly and set up for success.

Responsibilities (What)

The primary responsibility of the Staffing Coordinator is to identify staffing requirements based on business needs and current employee skill sets. Staffing a party doesn't mean to find just a name for an opening position. It is very important to understand the type of event, client/company expectations, venue, and timeline to send the most accurate staff and have a successful party.

The duties and responsibilities of the Staffing Manager include, but are not limited to, the following:

- Reviewing resumes, conducting phone interviews, and arranging face-to-face interviews with applicants
- Making hiring and pay decisions based on the candidate's qualifications and experience
- On boarding new employees in their jobs and on company culture and procedures by using the CBD processes of Mini Orientation video and Orientation Day
- Assisting HR with recruitment campaign and posting job listings
- Ensuring that all new staff members are provided with training and resources needed to be successful in their positions
- Conducting exit interviews with departing employees to determine their reasons for leaving
- Exporting events from CATEREASE into NOWSTA
- Assisting staff other departments when asked to
- Ensuring that all events within the next 14 days are 100% staffed
- Ensuring that all events within 90 days have been started to be staffed
- Ensuring that staff keep their NOWSTA calendar updated for a more efficient staffing process
- Adding EPM/Designer to their event on NOWSTA
- Updating all event changes and cancellations on NOWSTA
- Triple checking CATEREASE vs NOWSTA staffing notes, including Managers IN and OUT time and rest of the shifts
- Send to ALL employees the outstanding parties report on Thursdays
- Being budget conscious when staffing, by staffing within it
- Ensuring T&A is within budget and then approve it and send. Discuss with EPM/Designers if any discrepancy in case they need to charge the client
- Breakdown of client gratuities to be paid to onsite staff
- Tracking call-off, no-call no-shows, tardiness etc. in individual employee profiles
- Tracking staffing issues on an event basis for HR purposes
- Conducting 1:1 with Staff when accountability is need. Document the conversation and send it to HR
- Taking the staffing hotline phone on a rotation
- Ordering uniforms within budget
- Reporting uniform monthly inventory in the correct file (K-Drive)
- Monitoring and distribution of employee uniforms. Uniform Policy to be signed by all employees
- Keeping track of tasting wines and ordering when low
- Owning the Tasting service experience and ensuring tasting staff is properly trained
- Assisting personally with big events either checking the staff or working the party itself
- Assisting General Manager in auditing and modifying the Staffing Core Processes and HWDI's
- Assisting other departments during low season
- An excellent understanding of Microsoft Office programs
- Capable of learning payroll and staffing software
- Capable of understanding a budget

- Possess basic knowledge of Human Resources
- Available after hours and at weekends if needed.

Depending on the business, Saturdays may be necessary in which case you may take a day off during the week. This position will work closely with the Director of Event Service to ensure proper coverage of the Staffing Hotline and staffing responsibilities. Because of the nature of our business, there needs to be 7-day coverage on staffing responsibilities.

Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Catering by Design for Everyone

Each day, either directly or indirectly, we help our clients celebrate life's milestones and we revel in the creativity and uniqueness of every event. Our passion and purpose: dedication to making people happy through creativity and collaboration, is the core of who we are. To be authentic, we're committed to embracing our team and fostering an environment of creativity and individuality. At Catering by Design, we are dedicated to operating our business in a way that everyone feels welcome, accepted, safe, included, and worthy. Everyone – regardless of age, race, gender identity, sexual orientation, religion, and disability – is respected for their individualism and we cherish our differences. After all, our differences allow us to look at things with a diverse lens and by sharing our vision, we all grow together.

Salary \$55,000.00 - \$58,000 based on experience.