



Seedling & Sage Catering Co. is a modern farm to table catering company in Glenside, PA. We cater events onsite at our exclusive properties, and off site at private residences and dozens of event venues in the Philadelphia region. Seedling & Sage is a full service catering company which means that we provide not only the catering, but also coordinate your event rentals, staffing and timelines.

**POSITION:**

Staffing Manager, Full Time

**DESCRIPTION:**

The Staffing Manager is responsible for delivering and overseeing all staffing needs at Seedling + Sage Catering including in-house staff and off-site staff. The Staffing Manager also recruits and trains new team members as needed. The Staffing Manager acts as the primary staffing liaison for Front of House (FOH) employees, and works in conjunction with the back of house (BOH) staff and captains to communicate all important info for a successful event.

Staffing coordinator will secure front of house staff for events, coordinate site times, relay all information effectively and efficiently to staff, while providing initial human resource support for FOH employees. This position is responsible for the recruitment, on boarding, training, as well as employment review. This individual demonstrates and implements the highest standard of professionalism in the industry.

The Staffing Manager also approves all payroll for staff weekly.

**General Responsibilities: Staffing**

- Maintains information for online staffing programs.
- Maintains good relationship with Temporary Staffing Agencies.
- Manages uniform inventory.
- Maintain, manage and improve systems and procedures relating to: new hire paper work, employment tenure data, staff availability criteria, accurate processing of service staff payroll and uniform inventory for service staff.
- Maintain correct staff data in Nowsta and internally
- Input paperwork for new staff into employment system.
- Communicate clearly to staff all pertinent event information.
- Obtain confirmations from all staff after event information is received.

- Assemble Captain Packets – to include event summary sheets, menus, staff lists, and manager packets obtained from Event Managers.
- Attend various events to check-in staff, assure proper training, uniforms, etc
- Collaborate on training programs throughout the year including RAMP and Serv-Safe
- Effectively consults and collaborates with upstream partners during the proposal process.
- Problem solves with Event Managers on event day cancellations and no-shows.
- Assists Event Managers with efficient and profitable staffing.
- Actively participates in the event planning process.
- Have a clear understanding of logistical considerations in regards to staff.
- Maintain on-site compliance with or FOH and BOH for each event to comply with City, State and Federal labor laws.
- Is available by cell phone for staff, regarding last minute staffing changes.

### Essential Skills and Experience

- Be able to coordinate various activities with multiple components requiring independent follow through and attention to detail.
- Comfortable in a multi-task environment with frequent interruptions, short deadlines, and sometimes a high degree of pressure.
- Have knowledge of service and food and beverage, generally involving at least three years of front-of-the-house experience.
- Communication and interpersonal skills necessary to interact with management and staff at all levels.
- Adequately represent the organization when in contact with staff and vendors on the telephone.
- Be highly organized and detail oriented.
- Possess excellent basic math skills.
- Proficient in word and excel.
- Experience with Caterease and Nowsta a strong plus

### Physical Demands and Work Environment

While performing the duties of this job, the employee is required to walk/stand up to the entire day and occasionally sit in meetings or in front of a computer screen. The employee must occasionally reach, bend, stoop and lift up to 50 lbs., reach overhead and have the stamina to work up to 50 hours a week.

### Compensation: \$40,000-\$50,000

- Salary commensurates with experience and skills
- Benefits: Vacation Time, Employer Health Care Contribution

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