



**We are looking for the right people.**



**Michelle Talarico**  
Co:owner

**The Picnic Basket Catering Co. is looking for two highly qualified individuals for the following positions:**

**1.Event Manager**

**Facilitating catering & outside services for customer events.**

**Creating & negotiating event menus for clients.**

**Creating event sheets, contracts and equipment lists.**

**Following up on event billing and accounts receivable.**

**Representing the company at off- premise events.**

**Achieving personal and team goals.**

**Performing all necessary duties at an event to insure success.**

**Organizing and delegating staff at the event.**

**Following up with clients after an event.**

**Requirements:**

**Education: Preferred: A Bachelor's degree in hospitality, business or communications. Food Knowledge. Basic knowledge of wines & spirits.**

**Basic computer, accounting & software training.**

**At least three years experience in sales, event planning or food & beverage related environment. Outgoing & refined.**

**Ability to work in a fast paced, entrepreneurial environment. Great customer**

service skills. Must be highly organized & resourceful. Ability to work independently and work well with others in a multifunctional environment.

## 2. Executive Assistant:

Personal assistant to owner.

Attend meetings on and off premise.

Organize vendor information; rentals, floral, music and entertainment.

Administer Sales Staff Calendar.

Attend Weekly Sales Meeting and Help with Agenda.

Research trends and changes in the food and events industry.

Filtering initial information regarding events.

Scheduling appointments.

Attending client events.

Attending organizational meetings with non-profits.

Networking events & involvement.

Learn industry specific technology & language.

Requirements:

Experience in general administrative, food & beverage or hospitality environment. College degree preferred. Good computer & software skills. Must be a SUPER organizer! Resourceful, adaptable & flexible. Excellent people skills! Community oriented. Outgoing & refined.

- Great Benefits
- Challenging Work
- Opportunities for Growth & Advancement
- Supportive, Team-Oriented Work Environment
- Company Pride

We are a full service, off-premise catering operation with three separate divisions. Established in 1989, we are celebrating our 20th year in business. We are women owned and employ roughly 25 full-time and 35 part-time employees. Named business of the year by the Colorado Springs Chamber in 1995 and voted best caterer in the Springs for 15 consecutive years, we strive to create a progressive and family-oriented working environment for our staff.

**IF INTERESTED, PLEASE CALL THE USOC CAREER SERVICES DEPT. AT 1-800-933-4473, Extension 1.**