

# Event Operations Coordinator

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Location: Everett, MA

Position: Full-Time | Hourly (40 hrs/week, weekends required)

Pay Range: \$28-\$30/HR

## About the Role

East Meets West Catering is seeking a highly organized and hands-on Event Operations Coordinator to support the preparation, staging, and execution of catered events.

Based out of our commissary, this role ensures event staff are fully equipped with the materials, supplies, and support needed to successfully execute events. This is a fast-paced, behind-the-scenes role ideal for someone who enjoys logistics, organization, and being a key part of event execution.

## Key Responsibilities

- Prepare, pull, and stage event materials based on event needs and schedules
- Coordinate loadouts and assist staff with pickup of food, equipment, and beverages
- Serve as on-site point of contact during commissary pickups, troubleshooting issues and communicating updates to event staff as needed
- Maintain clean, organized storage areas and accurate inventory of service materials
- Inspect returned items, track damage or loss, and ensure proper restocking
- Monitor inventory levels and par levels, communicating shortages as needed
- Manage beverage inventory for offsite events, including pulls, load-outs, returns, reconciliation, and restocking
- Support offsite event setup and continuous improvement of operational processes

## What We're Looking For

- Strong organizational skills and attention to detail
- Ability to work in a fast-paced, team-oriented environment
- Hands-on, proactive mindset with problem-solving ability
- Comfortable with physical work (lifting, organizing, loading/unloading)
- Valid driver's license and ability to travel locally as needed
- Hospitality, catering, or operations experience preferred

## Schedule & Requirements

- Full-time (40 hours/week)
- Weekend and holiday availability required
- Must be authorized to work in the United States

## **Compensation & Benefits**

Competitive hourly pay (based on experience), plus Medical, Dental, and Life Insurance, 401(k), and paid time off.

## **About East Meets West Catering**

Part of Rebecca's Culinary Group, East Meets West Catering delivers high-quality catering services throughout the Greater Boston area, with a focus on operational excellence and memorable event experiences.

## **Equal Opportunity Employer**

We are an equal opportunity employer and value diversity at all levels of our organization.