**Catering Coordinator**

Our Catering Coordinators serve as café Ambassadors who ensure that our guest receive great and service for their catered and take out events. In addition, you will use your marketing and sales skills to generate new catering business for your Panera Bread Bakery-Café.

**Our Coordinators enjoy a great daylight** **schedule, 401k,** **meal discount and** **GREAT TIP POTENTIAL!**

**Do You Want to LOVE Your Job?!**

**Are you an enthusiastic, highly motivated person that would love to start your career in the restaurant industry with Panera Bread? If you are looking for an excellent opportunity that will allow you to grow in an exciting work place; look no further and join the Panera Bread Team!**

**We are seeking High Energy, Positive individuals that like to make customers smile!**

In this role, you work in a **fun environment** with **fresh food every day** . You will be part of a **driven team** and working alongside with some of the **top managers** in the industry. As an Associate, you will enjoy **flexible scheduling** around school, sports and family life! You will work with other crew members who have a **similar passion for working with customers** and making their day. You will be a **part of a team** that **gives back to your community** on a daily basis by donating unsold product to local community organizations! Our associates receive **excellent discounts** , as well as **opportunities for growth and advancement** and can be promoted into Trainer, Shift Supervisor, Assistant Manager and even General Management positions!

**Job Requirements**

* A customer service, production and sales position for an individual who is organized, detail oriented and great service focused.
* Take, place and prepare catering orders.
* Must possess a valid license, have reliable transportation and make local deliveries.
* Follow up with catering clients and participate in community marketing.
* Keep work area neat and clean while following all safety and sanitation procedures.
* Display an ability to interact positively with all team members, managers and clients on a consistent basis.
* Update job knowledge by participating in educational and training opportunities.