



Title: Catering Sales Intern

Location: Flourtown Country Club - Philadelphia, PA

Reporting responsibility: You will report to the Catering and Operations Managers

Seedling and Sage Catering is a full service catering company offering modern farm to table cuisine. This position is at one of their exclusive venues Flourtown Country Club in Flourtown, PA. The club has a ballroom and outdoor space for weddings and events, as well as a full service grill and bar at the pool.

Job function:

As a Catering Sales Intern, you will be expected to support the catering team and restaurant team with all operational aspects. The goal is to exceed the expectations of our clients in customer service, quality of product, presentation, while also assuring overall profitability.

The intern Will Assist With The Following Duties:

- Creating a weekly schedule for grill and bar
- Inventory products and recording in our POS system
- Assist with training team members
- Daily and weekly reporting
- Planning and executing Flourtown CC member + public events
- Managing FCC Bar and Grill which includes nights and weekends
- Work as front of house manager and expo in kitchen
- Trouble shoot issues with orders
- Room set ups for events – creating floorplans
- Work events as needed

Other Job Duties:

- Answer leads and sales calls as needed
- Other admin duties as needed

Night/weekend work and attendance at outside networking events is required.

You are required to have a driver's license and access to a vehicle. You also must be able to lift up to 30 pounds, and be on your feet for extended periods of time in this position.

Your weekly schedule will vary during the year based on the season. In general, your days worked will be Tuesday – Saturday (subject to change according to needs).

This is a great opportunity to learn from experienced our experienced team about event planning, restaurant management and operations.

Contact: Melissa McDevitt, Managing Partner, mmcdevitt@seedlingandsage.com