



Rythmus Foundation

Job Description

Position Title:	Hospitality and Catering Officer
Key Responsibility:	- Plan and coordinate all catering needs, including menu selection and vendor contracts. - Manage on-site catering execution, ensuring professional and timely food service. - Oversee the setup of hospitality areas like dining spaces and VIP lounges. - Source, negotiate with, and manage catering vendors and suppliers. - Develop and manage the hospitality budget, tracking all related expenses. - Coordinate VIP and donor experiences, accommodating special dietary needs. - Ensure compliance with all health, safety, and food hygiene regulations. - Recruit, train, and manage hospitality staff and volunteers for events. - Handle last-minute issues and emergencies during events effectively. - Collect post-event feedback and prepare analysis reports for future improvements. - Ensure all services reflect the NGO's values and create a welcoming environment.
Essential Skills	- Strong project management and organizational skills. - Excellent communication and interpersonal abilities. - Proven experience in vendor negotiation and management. - Proficiency in Microsoft Office and event management software. - Ability to work under pressure and solve problems creatively. - High attention to detail and a focus on customer service.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com / BBA
Experience Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote