



MAD taco is looking for catering help.

MAD taco has been ramping up its catering program and it is time to bring in some assistance.

So, what are we looking for?

- Someone who matches our values:
 - *As Busy As a Bee!* We look for *Excellence* out of our team. People who are constantly looking for something to do, and who, when they do it, do it to the best of their ability!
 - *Proper like Mary Poppins!* Our culture values doing the right thing, acting proper, being polite, kind and manners forward! Saying thank you, you are welcome, yes sir, no ma'am, etc.
 - *Mad Mom Mentality! Service!* Moms have the most honorable jobs on the planet. They gladly give of themselves without hesitation for those whom they serve- family! We want people who gladly give the best of themselves over to our customers. They need us, they want us, they desire us to care for them, to tell them through our efforts that they are worth our time, our attention, our assistance... We are honored to serve them.
 - *Claus-it Santas! Generosity!* Santa is a symbol of giving freely. To be Santa means to increase in kindness, and in generosity. Being Santa means that we listen a little more intently to needs and desires and smile a little more genuinely. Giving does not have to mean spending money on an item which can be seen, felt, used... Giving is a connection deeper than a tangible object. Giving a smile, your time, your attention, your love, your effort, are all gifts which impact a moment, people, yourself!

- Ok, so that's who we are looking for... is that you?

Now, what do we need you to be good at?

- Using a computer! Answering emails in the MAD taco way, building invoices (excel), creating documents to communicate the events to the restaurants, and maybe doing some marketing.
- Being Organized! We sometimes have 15 events per week and 20 more pending leading into the coming weeks and months. We need someone who is able to keep track of all that
- Focus! We can't make mental mistakes. We guarantee our catering customers that we are always going to be on time and that we will not forget anything. We need someone who is going to cross every T and dot every i.
- Following up! Delivering the event is only part of the process. We need to know if we met expectations, if we can do better, if we can offer more.
- Holding yourself accountable: We set goals, accomplish tasks, strike through to do lists... we need you to be driven to do the same and acknowledge when you don't and be willing to be held accountable by others.

What else might be involved?

- The catering program is largely a two-part process. Someone (you) books the events and someone else, handles the delivery and direct guest engagement.
- As a team, you may be working together at the following:
 - Potential Networking: Going to fundraisers in which we participate, going to chamber events, going to some of our catered events to meet those with whom you are regularly exchanging emails...
 - Product acquisition: We use a lot of napkins, plates, silverware, fuel cans, chafing pans, etc. We have a system to track and order these items and you may be a part of that.
 - Driving our cool MAD taco Van! To do so, you will need a clean driving record!
 - Tailgates: These are just caterings that take place at a football game, but they are intense, so I thought I would mention them.
 - Growing the business. We want to hear your ideas on marketing, getting the MAD taco name out there and taking our program to the next level.
- Other stuff
 - MAD taco has an office and a dedicated desk for the position. It is peaceful, has a full kitchen and bathroom (it's a small house), and is a great place to do your work!
 - The job is largely part time. Maybe 15 hours per week and not on Sunday's and typically not past 6pm.
 - The position pays \$10/hour plus some tip share (10% of tips) and regular performance evals with opportunity for raises!
- Last thing
 - If you are interested, contact Peter Madden (owner) at peter@madtaco.com and let's set up an interview so I can see how great you are!