



Culinary Coordinator

Bay Laurel Culinary — Petaluma, CA

[Bay Laurel Culinary](#) is a boutique catering & gourmet to-go food business based in Petaluma, CA. Our mission statement is:

**Meticulously sourced ingredients.
Cooked from scratch.
Presented with Care.**

At the heart of BLC is a shared love for everything that brings people together: extraordinary food, genuine hospitality, and the joy of discovering the world one meal at a time. Founded in 2008 by Chris & Ciara, whose combined passion for culinary creativity, wine, and entrepreneurship became the foundation for something truly special, BLC was born from a simple but powerful belief: that every meal has the potential to become a lasting memory.

From meticulously sourced seasonal ingredients to thoughtfully crafted experiences, BLC is dedicated to offering guests something far beyond a meal.

Our kitchen is more than just a place where food is made. It's where ideas come to life, where craft meets community, and where every team member plays a meaningful role in creating experiences that customers will talk about for years to come.

The magic of the kitchen isn't just in the dishes we serve. It's a place where creativity is encouraged, where every ingredient has a purpose, and where every team member contributes to something larger than themselves.

In our kitchen, collaboration is the secret ingredient. Chefs, cooks, dishwashers, and service staff move with a shared intention to create moments that feel personal, thoughtful, and unforgettable. The food is only the beginning. What guests taste is the result of countless small decisions, shared pride, and a commitment to craft that shows up in every detail.

This is where passion becomes practice. Where technique becomes storytelling.

If you're someone who shares our obsession with good food, our love of hospitality, and our curiosity for what's possible, we'd love for you to be part of our story.

If you love good food, genuine hospitality, and the magic that happens when thoughtful people work with purpose, you might be the next person to join our story.



About the Role

The **Culinary Coordinator** is the connective tissue of the BLC operation—part customer champion, part logistics manager, part marketing contributor, and part kitchen support. You'll be the first voice customers hear, the steady hand keeping weekly orders on track, and a key creative partner shaping how BLC shows up in the world.

This is a dynamic, hands-on role where no two weeks look exactly the same. Seasonal menus shift, farmers market schedules evolve, and last-minute needs arise. You'll thrive here if you're organized, warm, flexible, and energized by the rhythm of a small but mighty culinary team.

Key Responsibilities

Weekly Order Management & Operations

- Oversee the full weekly order workflow from start to finish — including order ticket review, scheduling, kitchen routing, packaging coordination, and customer pick-up logistics
- Deliver products to the farmers' market on market dates as needed
- Monitor the current order system and proactively suggest improvements to streamline processes
- Manage multiple deadlines and moving parts with precision and calm in a fast-paced environment
- Understand the pricing and sustainability for buying decisions
- Prioritization and decision-making based on business, customer, and team needs

Inventory, Packaging & Production Oversight

- Source, track, and maintain inventory of all packaging and point-of-sale materials, including boxes, labels, stamps, bags, foil containers, quart containers, napkins, utensils, and bakery supplies
- Forecast supply needs and maintain appropriate stock levels
- Collaborate with the Chef team to determine the right packaging solutions for each menu item
- Assist with and, when needed, lead the packaging of finished food products, including shortbread cookies, granola, crostini, salads, frozen entrées, and other prepared goods
- Follow all food-handling and packaging procedures with attention to detail and efficiency
- Apply a consistent, brand-aligned eye when selecting and managing visual assets for packaging, including insert cards, nutritional labels, and other materials



Marketing & Content Development

- Support ongoing and seasonal marketing initiatives across the website, social media, and email campaigns
- Draft the weekly Mailchimp newsletter for the BLC mailing list
- Write short, engaging copy blurbs for Instagram posts in collaboration with the Chef
- Create weekly blog posts to support website content and the homepage image slider (WordPress with Square integration)
- Contribute to content creation, including copywriting and producing images for all platforms
- Design and produce printed market menus for all three farmers market locations, managing the full process from drafting through print production

Digital Asset Management

- Label, organize, and maintain the BLC food photography library in Google Photos for use across the website, email, and social media
- Ensure images and content library are organized and categorized
- Apply a consistent, brand-aligned eye when selecting and managing visual assets

Cross-Functional Collaboration

- Work closely with culinary, operations, and marketing team members to accomplish shared goals, track deliverables, and report progress
- Bring a flexible, solutions-oriented attitude to a small, close-knit team where everyone pitches in

What You Bring

Experience & Background

- 3+ years in food & beverage, hospitality, or a related field (preferred)
- Experience in fast-paced food service environments a plus
- Serve-safe certification (a plus)
- Proficiency with Microsoft Office and inventory/ordering software
- Experience with WordPress, Square, Mailchimp, AI tools, and social media
- Basic design skills (Canva, Adobe Express)

Skills & Qualities

- Genuine enthusiasm for quality food, seasonal ingredients, and scratch cooking
- Warm, clear communicator with a customer mindset



- Highly organized with strong attention to detail from packaging labels, organizing images and content, to customer-facing presentation
- Able to manage multiple projects and deadlines without losing sight of the details
- Creative eye for content with the ability to capture and communicate the care behind BLC's products through copy and imagery
- Comfortable working both independently and as part of a collaborative team
- Flexible, resourceful, and willing to roll up your sleeves as the business grows
- Familiarity with farmers markets, local food systems, or specialty food retail is a plus
- The patience to communicate in different and creative ways with team members
- Relationship building
- Willingness to learn

Physical Requirements

- Able to lift up to 100 lbs
- Able to bend, reach, and stand on feet all day
- Able to walk throughout the day while holding and carrying items
- Able to work indoors and outdoors in a range of temperatures and weather conditions

Why Join Us

At BLC, you're not just filling a role, you're becoming part of a team where craft, care, and creativity show up every single day. We're a small team that does big work, and we hold ourselves to high standards across everything we make, package, market, and deliver. If that excites you, you're probably our person.

This is a place where your attention to detail matters, where your organizational instincts shape real customer experiences, and where your curiosity about food and hospitality will be put to good use. We move fast, we adapt often, and we believe the details are what make something truly memorable, so you'll need to be flexible, resourceful, and always thinking one step ahead.

At BLC, you'll grow. You'll be challenged. You'll learn how a thoughtful, quality-driven food business runs, from the kitchen to the farmers market to the inbox. You'll work alongside people who genuinely love what they do, contribute to a brand rooted in quality and seasonality, and help bring to life experiences that customers talk about long after the meal is over. That's rare—and it's what makes this place worth showing up for.

BLC is an equal opportunity employer.

Bay Laurel Culinary is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable law. We are committed to fostering an inclusive workplace where all team members feel valued, respected, and supported.



LOCATION & HOURS

This location requires in-person presence, Wednesday – Sunday; 25 hours per week. Flexibility is a must. The work location is in the Petaluma Kitchen and at the Farmers Market in Marin, CA.

This role requires consistent hours, and we work with the selected candidate to establish a workable schedule.

To Apply

Send resumes to apply@leverage2lead.com

COMPENSATION

This is a non-exempt position with an hourly compensation of \$23.00/ hour; plus gratuities.

BENEFITS

Bay Laurel provides a complimentary staff meal every day, along with a 20% discount on food purchases. Team members also enjoy some flexibility in their work schedules, depending on weekly needs. In addition, we close our kitchen from the end of December through the second week of January. While this period is unpaid, it offers a significant amount of time off for rest and reset.