

# Mobile Operations Manager / Catering Lead

## **Aerostat Creamery – Ice Cream Food Truck & Catering**

**Location:** Murrieta, CA and surrounding areas

**Job Type:** Full-Time, 40 hours per week

**Pay:** \$22–\$25 per hour, plus tips and bonus opportunities

Aerostat Creamery is looking for a responsible, energetic, and organized person to lead our new mobile ice cream business. This position is a mix of **food truck operator, operations manager, and catering lead**. The right person will be trusted to run our ice cream parlor on wheels, serve customers, manage catering events, maintain inventory, and help grow the mobile side of our business.

This is not just a cashier or server position. This person will be the main person in charge of nearly ALL food truck operations and will represent Aerostat Creamery at markets, private parties, corporate events, school events, festivals, and catered gatherings.

## **Primary Responsibilities**

### **Food Truck Operations**

- Operate the Aerostat Creamery food truck at scheduled events, markets, and service locations.
- Provide friendly, professional, and efficient customer service.
- Sell and serve ice cream, floats, shakes, sundaes, and other menu items.
- Set up, operate, clean, and close down the truck before and after service.
- Maintain a clean, organized, and food-safe work environment.
- Follow all company recipes, portion standards, food safety rules, and service expectations.
- Handle POS transactions, tips, payments, and basic end-of-shift reporting.
- Primary working hours: approximately 2pm-10pm Wednesday through Sunday.

### **Catering Lead Responsibilities**

- Serve as the person in charge for contracted catering events.
- Review event details before each catering job, including time, location, menu, guest count, and special requests.
- Make sure the truck or catering setup is stocked and ready before leaving for an event.
- Provide professional service to customers, event hosts, guests, and venue staff.

- Communicate clearly with Aerostat management before, during, and after events.
- Help ensure catering events are executed smoothly and on time.
- Represent Aerostat Creamery in a professional, friendly, and reliable way.

## **Mobile Business Management**

- Track and submit daily sales reports, event notes, inventory usage, and other required paperwork.
- Assist with scheduling for mobile events and staffing needs.
- Regularly post on social media food truck locations and hours.
- Monitor inventory levels of ice cream, toppings, cones, cups, spoons, napkins, cleaning supplies, and other truck supplies.
- Place or request product and supply orders as needed.
- Restock the truck and prepare for upcoming events.
- Help reduce waste, control costs, and maintain proper product rotation.
- Communicate maintenance, product, staffing, or operational issues quickly.

## **Vehicle and Equipment Responsibilities**

- Fuel the vehicle as needed.
- Perform basic pre-trip and post-trip checks, including fuel level, cleanliness, tires, lights, water levels, power, and equipment condition.
- Report any vehicle, generator, freezer, electrical, plumbing, or mechanical concerns immediately.
- Keep the truck clean, organized, and presentable inside and outside.
- Follow safe driving practices at all times.

## **Ideal Candidate**

We are looking for someone who is dependable, trustworthy, and comfortable being the lead person on the truck. The ideal candidate is someone who can work independently, solve small problems, stay organized, and provide great customer service even during busy events.

The right person should be:

- Friendly, outgoing, and customer-focused.
- Reliable, mature, and punctual.
- Comfortable taking responsibility and being in charge.
- Will to work by themselves, sometimes during high crowds and stressful environments.
- Organized and detail-oriented.
- Able to work independently without constant supervision.
- Comfortable driving and operating a food truck.
- Able to work evenings, weekends, holidays, festivals, and private events as needed.
- Able to lift, carry, load, and unload supplies.

- Willing to clean, prep, stock, serve, drive, and manage the details that keep the mobile business running.

## Requirements

- Prior food service, catering, retail, or management experience **REQUIRED**
- Food handler certification required or must be obtained shortly after hire.
- Must have a valid driver's license and a clean/reliable driving record.
- Must be comfortable driving a large van-style food truck.
- Must be able to lift up to 40–50 lbs as needed.
- Must be available for weekends and events.
- Must be able to work 40 hours per week.
- Must be professional, dependable, and able to represent Aerostat Creamery well in public.

## Compensation

This is a full-time position with an expected schedule of **40 hours per week**.

Pay range is **\$22–\$25 per hour**, depending on experience and ability. This position also includes **tips** and a **bonus structure** based on performance, event execution, sales, reliability, and growth of the mobile business.

## Why Work With Us

Aerostat Creamery is a small, locally owned ice cream business that makes its own ice cream and serves the community through our shop, food truck, catering events, schools, festivals, and private parties. This is a great opportunity for someone who wants more responsibility than a standard food service job and wants to help build and manage a growing part of the business.

This role is best for someone who wants to take ownership, lead the truck, provide excellent service, and help make Aerostat Creamery's mobile and catering business successful.