CLASSIFICATION DESCRIPTION TITLE: CATERING SERVICES MANAGER

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for oversight of daily activities; supervision of staff; coordination and planning of events/services; ensuring effective delivery of services; and ensuring compliance with policies, procedures and safety and health regulations.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

2. Oversees daily activities of kitchen and scheduling various programs and events; ensures cleanliness, proper food preparation, and working order of equipment.

3. Develops, implements, and administers operating policies and procedures and monitors compliance.

4. Monitors and performs kitchen cleaning, sanitizing, food preparation, and general maintenance; arranges for equipment repair as needed.

5. Analyzes needs for upcoming events and ensures costs are planned and met, inventory is maintained, and special food requirements are addressed.

6. Coordinates and monitors contracts for various programs and events; ensures customer inquiries are addressed, and assists with details of organization.

7. Assists with tracking budget and department information, such as maintaining balances, researching discrepancies, and preparing related reports.

8. Performs other duties as assigned.

Training and Experience (positions in this class typically require):
Associate’s Degree or two-year technical certificate, and three years progressively responsible experience directly related to assigned area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
### Licensing Requirements

- None Required.

### Knowledge

Knowledge of:
- Supervisory principles;
- Budgetary principles;
- Food preparation practices;
- Cleanliness and sanitation practices and techniques;
- Marketing methods and practices;
- Institutional cooking equipment operation;
- Inventory maintenance;
- Assigned department operations and functions;
- Customer Service principles.

### Skills

Skill in:
- Supervising employees;
- Monitoring work and providing direction;
- Applying budgetary practices and principles;
- Preparing a variety of food items;
- Ensuring a balanced menu;
- Marketing special events and promotions using a variety of techniques;
- Working independently;
- Exercising judgment and discretion;
- Maintaining inventory;
- Applying customer service principles;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Physical Requirements

Positions in this class typically require: standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Light Work**: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to vibrations, fumes, odors, extreme temperatures, work space restrictions, and intense noises.
**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Date created: (08/08/2007)