JOB DESCRIPTION

Title: Catering Services Coordinator

Department: Dining Services/Catering  
Reports to title: Manager of Dining Services & Catering

Full Time: X  
Part Time:  
Date Prepared: 4/3/19

Job Group & Level: AO4  
Regular Daily Work Schedule: Variable to _______
1. **Summary of Position:**

Under the direction of the Manager of Dining Services and Catering, and the Assistant Manager of Dining Services, the Catering Services Coordinator supports all aspects of supplies and equipment, delivery, and setup and breakdown required to execute catered events in multiple locations across campus. In addition, the coordinator schedules and assigns tasks to catering assistants and dishwashers during events.

The work schedule varies and corresponds to the College’s operational needs. Our work is central to student life and their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times and weekends are required.

The Coordinator takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

This is a one-year term appointment.

2. **Principal Duties and Responsibilities:**

**75 % Event Logistics Coordination**
- Meet with Catering Manager/Assistant Manager regularly review and establish expectations for the successful execution of specific assigned catered event(s)
- Manage the food inventory transition from kitchen to event space
- Oversee the delivery, and set up and breakdown of events, as well as participate in these duties
- Communicate with the Culinary Staff to assure proper timing of reception/buffet presentations and/or plated meal service
- Ensure all facilities used are properly secured and closing procedures are followed for every aspect of the event including kitchens, dish rooms, storage areas, event spaces and delivery vehicles
- Complete post event inventories and route to appropriate staff
- Place supply orders appropriate for event needs

**20 % Staff Coordination**
- In coordination with and as assigned by Catering Managers participate in ongoing orientation and training of all casual and student wait staff/bartenders/delivery and set-up staff
• In consultation with the Catering Managers, schedule catering services assistants (regular and casual) and dishwashers for events
• Assign tasks to dishwashers and catering assistants during events

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**
The Catering Services Coordinator communicates and interacts primarily with internal College constituents including staff, students, faculty, trustees, administration, visitors and alumni primarily during catered events.

The Coordinator maintains effective working relationships with all members of our Culinary and Service Teams responsible for food service and set-up at catered events. The Catering Services Coordinator also maintains effective communication with Student Dining Supervisory Staff in relation to events and logistical concerns as they pertain to common use areas and the security of our buildings.

4. **Education:** (include certifications and licenses) Required:

• High school diploma or equivalent
• Serve Safe Certification and TIPS Certification or completed within 6 months of hire
• Valid Driver’s License and successful credentialing is required in order to operate college vehicles

Preferred:

5. **Experience:** (List specific skills necessary to perform this job) Required:

• two years of related experience
• Attention to detail and problem solving skills
• Strong organizational and time management skills
• Ability to follow written and verbal instructions as well as strong verbal communication skills
• Commitment to supporting a diverse workplace environment
• Successful completion of pre-employment physical and lift test
Preferred:

- Experience working in College or University Food Service or Hospitality

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, carry, push and or/pull up to 50 lbs. with assistance
- Outdoor elements-exposure to fluctuations in temperature and weather conditions
- Exposure to wet floors
- Ascend and descend stairs
- Reaching, bending, frequent walking and standing
- Visual – normal concentration
- Repetitive motions including hands, wrists and fingers

7. **Decision Making:**

- Addresses routine issues according to established protocols and refers non-routine problems to supervisor with some latitude to address minor issues.
- Participate in a collaborative work environment and communicate recommendations and suggestions to supervisors and managers on ways to improve service/policy/procedure and logistical operations.

8. **Supervision Exercised/Received:**

Supervision Received: General—instruction, advice and assistance available as needed from the Catering Manager and Assistant Catering Manager. Review of work may be frequent and informal based on feedback from events managed and direct observation from supervisors.

Supervisory Responsibility: Yes _________ No _________

Number of Employees Supervised: