

## **Catering Supervisor**

### **Function of job:**

Under general supervision of assigned manager, supervise all catered events, including in-house catering events and off-site locations and various service styles, such as box lunch and full dinners for faculty, staff and administrative clients, as well as receptions in campus facilities.

### **Characteristic Duties and Responsibilities:**

1. Plan and coordinate all aspects of catering, including meeting with clients, service activities, sanitation, and fiscal responsibilities.
2. Work with management and staff to ensure cost effective pricing and generate positive revenue from events.
3. Supervise staff during all aspects of catered events to ensure high quality service standards and presentations are met.
4. Meet with clients to coordinate event-specific details and special requests and develop plan to fulfill or exceed client's expectations.
5. Use information on function sheets to coordinate food and beverage services for scheduled events.
6. Provide and communicate a layout/ diagram of catering events, including details of table service.
7. Maintain high sanitation and safety standards in all catering storage rooms and other catering areas.
8. Control all labor schedules in accordance with budgeted costs.
9. Acquire and maintain knowledge of current food and catering trends.
10. Maintain proper stock level of all catering equipment
11. Assist with hiring, training, evaluating, and supervising of all catering staff, including completing staff schedules and providing information about catering events to staff.
12. Related duties as assigned.

### **Minimum Qualifications:**

1. High School graduation and three years of experience in catering or related food service area, Associate's degree and one year, or combination of experience and higher education equal to three years.
2. Strong supervisory and interpersonal skills.
3. Ability to communicate effectively in both written and oral format.
4. Knowledge of food preparation, presentation and customer service
5. Basic computer skills as required by department.

### **Additional Desirable Qualifications:**

1. Work experience in college/university environment.

7/12/04  
System Approval

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**