

## **WARTBURG COLLEGE**

### **POSITION DESCRIPTION**

#### **Title of Position – Catering Manager**

Preparation Date: October 15, 2018

#### Function of Position:

Responsible to the Senior Manager for Retail Dining and Special Events for general operation of catering and other meal services, including all tasks involved in setting up, serving and cleaning up for catered events, sanitation, scheduling, training and completing performance appraisals of student employees. Assists with developing and implementing marketing of dining services, and plans assigned catering and other special events. Catering Manager assists in other areas of Dining as needed, and completes other Dining projects, as assigned.

#### Principal Duties and Responsibilities:

- 1) Supervise general operation of catering and other services. Train, supervise, and evaluate dining service assistants, student managers, and other staff assisting in event service. Verify event plans with customers at onset of event. Communicate with production and service staff regarding timing, special dietary needs, and service adjustments. Communicate with Event Scheduling Manager and maintenance staff regarding event set up timing and needs. (47%)
- 2) Set up, serve, and clean up events. Decorate buffets and plate food for presentation. Create printed materials for events such as menus and food labels. Prepare assigned food items. (17%)
- 3) Create work schedules using an online scheduling program, and verify that time cards are accurate via Kronos. Organize the recruiting of student groups/teams to assist with large catering events. (15%)
- 4) Maintain Inventory for table linens, linen napkins, and coffee; make recommendations for purchase. Responsible for cleaning and organization of catering service and storage areas. (5%)
- 5) Ensure that employees and customers comply with alcohol and sanitation regulations. Conduct bartender and other compliance training programs. (5%)
- 6) Meet with catering customers to plan assigned events and create sales orders for event execution and billing. (3%)
- 7) Complete paperwork necessary for creating billing and maintain historical records of events. Complete, and submit, proposed final bills to dining office after events are over. Collect payment from off-campus customers. (3%)
- 8) Works with Senior Manager for Retail Dining and Special Events and Event Scheduling Manager to assist with marketing of catering and other services. (4%)
- 9) Serve as a member of the management team. Recommend procedures, implement approved systems and participate in on-going evaluation of operations. (1%)
- 10) Other duties as assigned. These duties include (but are not limited to): Helping with Board Plan Dining, and completing projects as assigned by the Senior Manager of Retail Dining & Special Events and by the Director of Dining.

#### Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work, and consults with the supervisor on unusual cases.

#### Minimum Qualifications:

Bachelor's degree and three years of related experience (including supervisory experience), or an associate's degree and five years of related experience (including supervisory experience). Must be able to lift 50 pounds. Customer service, computer skills (including word, excel, publisher) and math skills needed to complete daily work. Position requires working while standing for significant periods of time, and working varied hours including nights and weekends.

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

***Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.***