

JOB TITLE: Manager, Catering

STATUS: Non-Exempt

REPORTS TO: Assistant Director of Food Service

TERMS: 215 Days

DEPARTMENT: Food Service

PAY GRADE: 305

PRIMARY PURPOSE:

Responsible for the supervision, training, and management of the Food Service catering operations team. Ensure appropriate quantities of food are available, prepared, delivered, and served.

QUALIFICATIONS:

Education:

High School Diploma or GED

Licenses and Certifications

Clear and valid Texas Driver's license

Serve Safe Food Manager Certification

Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances in food preparation

Knowledge of food preparation and standards of local health regulations

Effective organizational, communication and interpersonal skills

Ability to perform multiple tasks simultaneously

Ability to perform basic math

Ability to understand and follow verbal and written instructions

Proficient computer skills

Working knowledge of requirements and regulations set by USDA and TDA

Experience:

Three years' experience in institutional food services operations

MAJOR RESPONSIBILITIES AND DUTIES:

1. Oversee and plan all district catering events, including, but not limited to, selecting event assistance, maintaining all catering forms, invoices, supplies and ordering of food.
2. Manage inventory of catering food and supplies monthly.
3. Ensure food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
4. Coordinate all serving schedules and ensure food items are served according to catering service menu defined by department policy and procedures.
5. Maintain accurate reports of daily and monthly financial activities, including cost/sale of catering functions food and beverages as well as production records.

6. Maintain appropriate cash handling procedures.
7. Work cooperatively with all stakeholders, students, teachers, administrators, and co-workers.
8. Accurate and consistent use of Time Clock Plus (TCP) and Frontline.
9. Perform other duties and accept other responsibilities as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent lifting and carrying (15-45 pounds)

Environment: Work inside commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work around machinery with moving parts

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date