

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: **FOOD & NUTRITION**
TITLE: **FOOD & NUTRITION CATERING MANAGER**
CALENDAR: **12 MONTH – CALENDAR 2611**
SALARY: **GRADE 12**

Job Goal: The Catering Manager is responsible for supervision and support in planning catering events of varying sizes and levels in both central and satellite locations. Ensures that all catering brand standards and initiatives are consistently achieved.

Minimum Qualifications:

- Ability to read and write English as it pertains to job functions
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- High School Diploma or equivalent required
- Must possess a Food Managers certificate
- Minimum of two years operational experience in a hotel/banquet setting required
- Prior experience with booking of events preferred
- Knowledge of HACCP and workplace safety requirements
- Ability to organize and effectively direct the work of others
- Knowledge of operation of all kitchen equipment
- Must display ability to work with figures and to make arithmetic calculations
- Must display ability to communicate effectively with staff, students, parents and the community regarding the catering/special event program
- Must have knowledge of computer software programs that manage ordering, inventory; catering software management
- Must have knowledge and adhere to all policies, rules and regulations

Core Job Functions:

- Respond to all internal and external customers, as it relates to the position, in a prompt, efficient, friendly and patient manner
- Maintain courteous relationships with students, staff, parents and community, treating all with respect

- Develop and be accountable for a safety culture that creates a work environment where no one gets hurt
- Directly supervises catering operations including duties as coordination of staff, rental equipment, set-up, preparation, service and break down of catered foods, beverages, and events of varying size and complexity.
- Booking of events, selecting and costing menu items and pricing as needed
- Work with student clubs in planning special activities in the dining area and/or campus; work with site managers to coordinate special functions on site
- Assists with hiring, discipline and performance reviews
- Maintain kitchen in a clean, sanitary and safe condition
- Keeps inventory records and performs inventory count in accordance with department standards
- Coordinates activities with other internal departments. Participates in management team meetings.
- Interfaces with vendors and key service users within the district and community
- Facilitate external customer relations; represent the client and Aramark at any and all meetings
- Ensures that appropriate sanitation, organization and safety standards are met through the use of checklists, hands-on supervision and follow-up
- Participates in all catering training programs; helps to develop and implement training programs for hourly, part-time and student employees
- Be flexible and performing other duties relating to general job function as assigned by supervisor/director
- Perform related work as required

Core Values/Professional Qualities:

- Function effectively as a team member
- Direct constructive criticism toward improving the district
- Be flexible and adaptable to change
- Exercise positive problem solving behavior and conflict resolution skills
- Establish and maintain courteous, cooperative working relationships with students, staff, parents and the community
- Positively accepts direction
- Respond to all internal and external customers, as it relates to the position, in a prompt, efficient, friendly and patient manner
- Adhere to dress code appropriate to the site and job
- Follow policies, guidelines, procedures and directives
- Work with a large cross section of people in a professional and non-judgmental manner
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students and staff
- Be responsible, reliable and punctual

Physical Requirements – Heavy Work:

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable to the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines and equipment.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions and loud noises.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.