

Catering Coordinator

Job Description

Position Information

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|---------------------------|----------------------|
| Position Title | Catering Coordinator |
| Position Number | DISESUPP25*6533 |
| Department | Dining Services |
| Reports to (Title) | Executive Chef |

Seated Employee

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

Maintain the daily functions of the Dining Services Catering Office including secretarial, clerical and receptionist duties. Responsible for the Catering Department accounting and reconciliation of statements. Meet with customers as necessary to go over details of room setup, decorations, flowers, table linens and other specifics of event. Demonstrate excellent math skill, able to calculate ratios, and solve multi step math calculations correctly.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.

Associate's degree or equivalent from two-year college or technical school

If a specific degree, certification, license, or registration is necessary, please list.

Associates Degree or 3 or more years' experience working as a coordinator of events in a high volume operation.

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.

Three years or more

Preferred Qualifications

Experience in the hospitality industry coordinating events preferred.

FLSA Category

Non-Exempt

Staff/Faculty

Staff

Employment Status

Full-Time

Employment Category

Regular

Essential Staff (emergency situations)?

No

On-Call?

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Manage the event details and correspond with customers for catering functions

- Schedule and confirm catering functions with customers and catering staff
- Respond to customer requests and make changes as necessary and communicate with catering staff any changes
- Track functions through the software system
- Maintain the catering departmental filing system
- Calculates portions and pricing according to the menu requests and follows the workflow process to communicate to appropriate dining/catering staff and the customer.
- Produce all catering reports needed for the successful operations of events. Distribute reports for staff and supervisor

Percentage Of Time

60

Responsibility

Reconcile statements and maintain departmental accounts

- Post invoice to the software system after the event
- Prepare statements for billing
- Process donations, payments and deposits

Percentage Of Time

10

Responsibility

Meet with supervisor daily to report daily events changes. Correspond with customers the event changes and inform the Catering staff of changes.

Percentage Of Time

15

Responsibility

Perform general clerical duties as needed

- Answer telephones, assist customers, type correspondence, schedule appointments and the like

Percentage Of Time

10

Responsibility

Assist with catering functions when needed

- Help set up food, serve food and coordinate decorations

Percentage Of Time

5

General Responsibilities

General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.

- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?

Yes

If yes, then check all that are supervised by this position.

Supervise Student Staff

Yes

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

2

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff

No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Computer Operations

Please check one of the following

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;

- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

| | |
|--|------------|
| Analyzing information or data | Over 2/3 |
| - Essential or Marginal? | Essential |
| Effective communication skills | Over 2/3 |
| - Essential or Marginal? | Essential |
| Composing & comprehending communication materials | 1/3 to 2/3 |
| - Essential or Marginal? | Essential |
| Establishing effective interpersonal relationships | Over 2/3 |
| - Essential or Marginal? | Essential |
| Adjusting to changes (work load, environment, department structure, etc.) | Under 1/3 |
| - Essential or Marginal? | Marginal |
| Using logic to define problems, collect information, establish facts, draw valid conclusions, etc | 1/3 to 2/3 |
| - Essential or Marginal? | Essential |
| Making decisions of moderate to substantial consequence | Over 2/3 |
| - Essential or Marginal? | Essential |
| Performing mathematical calculations | Over 2/3 |
| - Essential or Marginal? | Essential |
| Editing reports or technical materials | 1/3 to 2/3 |
| - Essential or Marginal? | Essential |
| Planning and organizing (work load, schedules, events, etc.) | 1/3 to 2/3 |
| - Essential or Marginal? | Essential |
| Handle stressful, emotional and/or frustrating situations | 1/3 to 2/3 |
| - Essential or Marginal? | Essential |
| Working with numerous distractions | Over 2/3 |
| - Essential or Marginal? | Essential |

| | |
|---|------------|
| Working under a time pressure and within timelines/deadlines | Over 2/3 |
| - Essential or Marginal? | Essential |
| Coordinating work with others | Over 2/3 |
| - Essential or Marginal? | Essential |
| Handling multiple assignments and priorities | 1/3 to 2/3 |
| - Essential or Marginal? | Essential |
| Completing work in an accurate manner | Over 2/3 |
| - Essential or Marginal? | Essential |
| Concentrating - maintaining attention to details and task | Over 2/3 |
| - Essential or Marginal? | Essential |
| Memory functions (remembering names, details and procedures) | Over 2/3 |
| - Essential or Marginal? | Essential |

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

| | |
|---|------------|
| Remaining in a stationary position | 1/3 to 2/3 |
| Traverse/move locations | Under 1/3 |
| Ascend or descend between floors | Under 1/3 |
| Reach with hands and arms | 1/3 to 2/3 |
| Ascend or descend ladder | None |
| Position self to access small or restricted spaces | None |
| Communicate or exchange information | Over 2/3 |
| Detect specific flavors or odors | None |

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

| | |
|--|------------|
| Weight lifted or force exerted: up to 10 pounds (with or without assisted device) | 1/3 to 2/3 |
| Weight lifted or force exerted: up to 25 pounds (with or without assisted device) | Under 1/3 |
| Weight lifted or force exerted: up to 50 pounds (with or without assisted device) | None |

device)

Weight lifted or force exerted: up to 100 pounds (with or without assisted device) None

Weight lifted or force exerted: more than 100 pounds (with or without assisted device) None

Please check one of the following Light physical activity performing non-strenuous daily activities.

Does this job have any essential vision requirements? Check all that apply. Close vision (clear vision at 20 inches or less)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather) None

Extreme cold (non-weather) None

Extreme heat (non-weather) None

Outdoor weather conditions None

Work near moving mechanical parts Under 1/3

Work in high, precarious places None

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors) None

Toxic or caustic chemicals None

Work with explosives None

Risk of electrical shock None

Vibration (i.e. operating jackhammer, impact wrench) None

Risk of radiation None

Confined Spaces None

Please check one or more of the following locations where this job would work Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

How much noise is typical for the work environment of this job? Check the appropriate level below. Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.