

Job Title:	Catering Manager	Wage/Hour Status:	Hourly
Reports to:	Food Service Supervisor	Pay Grade:	704
Dept/School:	Food and Nutrition Services	Date Revised:	August 4, 2023

Primary Purpose

Plans, coordinates, and supervises district catering functions.

Qualifications**Education/Certification**

High School Diploma/GED
Valid and current Food Service Management Certification

Special Knowledge/Skills

- Knowledge of methods, materials and equipment used in food preparation/catering
- Ability to manage personnel
- Effective planning and organizational skills
- Strong communication and interpersonal skills

Experience

One (1) year experience as a Manager or Assistant Manager (preferred)
Catering experience preferred

Major Responsibilities and Duties

1. Market EPISD catering services to potential clients; meet and consult with clients to inform them of all services provided, and to establish the catering requirements of the events.
2. Coordinate catering activities and requirements with other departments.
3. Develop standards of excellence for providing and maintaining quality in the presentation and service of food according to policies, procedures, and department requirements, including safety and sanitation.
4. Manage in compliance with local state and federal laws and regulations.
5. Review production schedules and catering events to determine variety and quantity of foods to prepare.
6. Develop catering production employee schedules based on catering events.
7. Attend and participate in food service management team meetings.
8. Coordinate with food service and building service personnel for food and beverage requirements, delivery and set-up of events, staffing, etc.
9. Review scheduled catering event requests weekly to determine ordering needs; prepares requests for products and equipment to be ordered.
10. Order and receive all catering goods and supplies through established purchasing channels. Establish communication with cafeteria managers who will be receiving catering items at the schools.
11. Create and implement policies and procedures in receiving areas to safeguard catering food supplies.
12. Create special event menus for a variety of clients.
13. Develop and monitor budgets and sales goals related to food and labor costs; estimates daily and weekly production and inventory food requirements; coordinates inventory needs with menu forecasts.
14. Supervise assigned personnel, to include work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
15. Provide an environment conducive to protecting the health and well-being of the catering client through high levels of sanitation standards.
16. Oversee the EPISD catering program to provide proper receiving procedures, storage, transporting techniques that ensure food maintains high quality and nutritive value.
17. Maintain accurate food temp logs, reports, catering log, billing form, etc. and department files as required.
18. Maintain kitchen and equipment in good state of repair. Prepare requests for maintenance as needed and follow up to ensure problems are resolved.

- 19. Develop and maintain good public relations with staff, faculty, and catering clients. Maintain a "Service First" attitude at catered functions.
- 20. Assist in all kitchen duties as time permits. Duties include but are not limited to daily production, paperwork, ordering, inventory, cashiering, stocking and clean up.
- 21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervises all assigned food service staff.

Equipment Used

Large and small kitchen equipment and tools including electric slicer, mixer, steamer, sharp cutting tools, ovens, dishwasher, and computer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying. Some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

Terms of Employment

188 days; hourly rate to be established by the Board of Trustees

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with federal funds and my job duties/responsibilities must comply with the Federal Program requirements.

Employee Signature: _____ **Date:** _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above is compliant with Federal Program requirements.

Supervisor Signature: _____ **Date:** _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.