COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: SPECIALIST – CATERING SERVICES

PAY GRADE: C-7

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To assist the Coordinator – Food Services with the daily operation of our cafeteria, and the successful preparation, set up, deliver, service and clean-up of all catering events as arranged by the Conference Services staff.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High School Diploma or equivalent required. Associate’s degree in Culinary Arts or related Hospitality field preferred. Must have or achieve within six months of hire the Florida Professional Food Manager certification.

2. Years of Experience in field: Minimum of three years of work experience in the field required with at least one year as coordinator of food service and/or hospitality management preferred. A current Florida Drivers License is required.

3. Special skills or abilities related to position: Demonstrate ability to prepare food items. Ability to coordinate with the Conference Services team for future sales and catering events. Attention to detail and accuracy in presentation, cost controls, and future planning needs. Ability to understand set up and time requirements for specialized events. Be committed to assisting the Coordinator-Food Services in operating an effective and profitable food service department.

ESSENTIAL JOB FUNCTIONS:

1. Assists with catering orders for on and off campus events with Conference Services staff and Coordinator – Food Services.

2. Assist with preparing catering food orders and all amenities that will be required for each service.

3. Assists with the list for purchasing food and supplies for the catering services, and the daily food operation.

Revised 03/24/14
New - 12/13/2012
ESSENTIAL JOB FUNCTIONS: (Continued)

4. Keep all catering equipment in clean and working order.
5. Completes monthly inventory of catering supplies and service ware.
6. Coordinates delivery, service and pick up of all catering orders.
7. Supervises part time catering assistants while working on events.
8. Maintain industry accepted operational standards.
9. Follow rigid established procedures in relation to safety and sanitation laws.
10. Maintain all assigned work areas ensuring cleanliness, par stock, and proper stock rotation.
11. Abide by dress code set forth by College policies
12. Maintain effective communications among Cafeteria, Conference Services, faculty, staff and students.
13. Be able to work a flexible schedule to include some evenings and weekends.
14. Perform other duties and projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires ability to operate a motor vehicle for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires Moderate (up to 40 pounds) lifting and carrying.
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
ENVIRONMENTAL CONDITIONS:

- Works within in a food service environment. This could be both indoor and outdoors.

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Coordinator - Food Services