

CENTRAL FLORIDA COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE: CATERING CAPTAIN - (Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE C-3

STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Provide staff support to the Food Service/Catering Services area. Key duties revolve around ensuring a seamless delivery of service to customers to facilitate successful events at CF campus venues as needed.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.
2. Years of experience in field: Two years’ proven work within a catering service environment.
3. Special skills or abilities related to position: Excellent customer service skills and verbal and written communication. Ability to take instruction, as well as to convey clear instruction to a team, and carry out services as directed.

ESSENTIAL JOB FUNCTIONS:

1. Assist with catering orders for on and off campus events with Conference Services staff and Coordinator for Food Services.
2. Assist with preparing catering food orders and all amenities that will be required for each service.
3. Assist with the list for purchasing food and supplies for the catering services and the daily food operation.
4. Keep all catering equipment in clean and working order.
5. Complete monthly inventory of catering supplies and service ware.
6. Coordinate delivery, service and pick up of all catering orders.
7. Supervise part time catering assistants while working on events.

ESSENTIAL JOB FUNCTIONS (Continued):

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 Food Service team, 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 accommodations 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 clearly communicate both orally and in writing on a telephone and on a computer 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 in a food service environment.
- Works outside and inside.
- Very flexible hours required.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: CF Cafeteria and CF Campus Venues

SUPERVISOR OF POSITION: Coordinator for Food Services