

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: SPECIALIST – CATERING SERVICES

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To provide administrative and catering sales support to the Coordinator for Food Services for the daily operation of the food service areas.

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. 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’ proven work experience in the field required with at least one year as coordinator of food service and/or hospitality management preferred.
3. Special skills or abilities related to position: Ability to coordinate between the Conference Services and Food Services teams for future sales and catering events. Attention to detail and accuracy in compiling reports, billing and invoicing. Ability to understand set up and time requirements for specialized events. Be committed to assisting the Coordinator for Food Services in operating an effective and profitable food service department. A current Florida driver's license is required.

ESSENTIAL JOB FUNCTIONS:

1. Assist customers, both over the phone and in person, with catering orders for on- and off-campus events.
2. Provide complete and detailed catering event orders for the Food Services and Conference Services teams.
3. Create, distribute, bill and collect all catering orders.
4. Make deposits for food service payments.
5. Process the billing for the Coordinator for Food Services.
6. Process payroll time sheets for food and beverage employees.
7. Enter and prepare spreadsheets to keep track of food and beverage expenses and revenues.
8. Update weekly Patriot Cafeteria menus.
9. Maintain industry-accepted operational standards.
10. Follow rigid established procedures in relation to safety and sanitation laws.
11. Abide by dress code set forth by college policies.
12. Maintain effective communications among Food Services, 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.

PHYSICAL DEMANDS: (Continued)

- 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 an office and food service environment. This could be both indoors and outdoors.

PRIMARY LOCATION OF JOB: Ocala Campus; Conference Services office

SUPERVISOR OF POSITION: Coordinator for Food Services