

Catering Supervisor (Mechanicsburg, PA)

Messiah University

compensation: **\$15.40/hour**

employment type: **full-time**

job title: **Catering Supervisor**

Position Summary: Oversee and assist with all aspects of catered events, preparation, set-up through service, break down and clean up. Provide consistent leadership/training/assistance to catering staff to ensure standards for safety, sanitation, quality, presentation and maintenance of customer satisfaction at all times.

Education Required: High school Diploma

Experience Required: 2 years experience in Hospitality/Catering/Conference industry

Primary Duties:

1. Oversee the setup, execution and teardown of all catering services both on and off campus.
2. Assist in planning and development of catering events.
3. Write pick sheets for all events to ensure proper pre-event gathering and assist and/or schedule pre-event gathering.
4. Monitor scheduling coverage for all events. Troubleshoot where necessary.
5. Attend weekly banquet event order (BEO) and catering departmental meetings.
6. Administer training and shadow program for student staff under the direction of the Catering Asst. Manager.
7. Oversee student and student leader staff. Ensure that the student staff are in proper work attire and that student duties are performed properly.
8. Supervise and assist as needed with the catering cleaning schedule and sidework.
9. Ensure successful communication with the culinary staff and the catering department to include service times, special dietary needs, and any changes that may occur prior or during event.
10. Develop specific assignments for service staff at large events.
11. Execute a per-service meeting for large events to explain the details and purpose of the event and staff assignments.
12. Provide feedback to the Catering Manager and the Asst. Manager to develop and implement improvements to the Catering dept.
13. Provide administrative assistance to the Catering Manager when necessary.
14. Assist Catering Manager in maintaining SOP book to reflect changing catering needs.
15. Adjust BEOs to reflect most recent changes.
16. Maintain inventory records for all FOH equipment, linens and service-ware.
17. Monitor product handling, quality, sanitation and portion control guidelines of all food items prepared and presented through functional service areas.
18. Maintain consistent and reliable attendance.

Apply online at: <https://jobs.messiah.edu/postings/23296>

Diversity: Messiah University's commitment to diversity and inclusive excellence draws inspiration from its mission "to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society." The university has pursued this vision through a strategic planning process that encourages diversity through employee and student composition, campus climate, and an educational program that enables educators and students to embrace diversity. Candidates should clearly articulate why diversity and cultural intelligence matter to them as persons of faith as well as in their profession. Candidates will speak to how as a potential employee, they will contribute to the advancement of this vision through their position.