The University of Connecticut has an immediate opening for a full-time, non-state, Catering Supervisors. Under the direction of the University Catering Operations Manager or their appropriate designee, this position supervises all aspects of assigned catering events from preparation and set-up through service, break-down, and clean-up. Provides consistent supervision to catering staff to ensure standards for safety, sanitation, quality, presentation, and service are maintained at all times. The University of Connecticut is a dynamic place to work with a generous benefits package that includes low-cost medical and dental premiums. View our website at www.dining.uconn.edu to learn more.

Duties and Responsibilities: This position monitors the status of current day’s assigned events; ensures that all necessary product and equipment is on hand and organizes assigned staff to ensure function(s) will be on schedule. Supervises production, set-up, service, and presentation to ensure quality standards are met and events are on track; supervises break down and clean-up and enforces staff uniform policy and ensures all staff maintain a clean and professional appearance. Participates in all aspects of the function as needed (preparation, set-up, service, clean-up); make deliveries as needed and drives catering vehicles when necessary. Plans ahead for upcoming events—orders supplies in a timely manner, compiles equipment lists and when practical assigns and oversees room set-ups in advance; schedules full-time and student staff to adequately cover functions and updates as necessary when new functions are assigned and monitors waste and utilization of leftovers. Maintains accurate production and service records; assigns vehicles as required for off-site catering and trains and schedules full-time staff.

Hires, trains, and schedules student staff; provides input for full-time employee performance evaluations and writes and conducts student employee performance evaluations. Works closely with the Foodpro Menu Management System; ensures proper safety and sanitation procedures are followed in all catering areas and utilizes progressive discipline techniques when necessary. Participates in the testing of new recipes and menu items; works within all University and departmental guidelines and other duties as assigned.

Minimum Qualifications:

- Bachelors degree in the Hospitality or Culinary field and three years experience in a high volume catering environment two of which should be in a supervisory capacity or an equivalent combination of education and experience.
- Basic recordkeeping skills.
- Demonstrated strong supervisory and interpersonal skills.
- Demonstrated ability to communicate effectively in both written and oral format.
- Knowledge of food and supply ordering, storage, and inventory control.
- Knowledge of food preparation, presentation, and customer service.
- Demonstrated knowledge of Microsoft Office Suite.
• Ability to work a very flexible schedule.
• Must have a valid driver’s license with a clean driving record.

Preferred Qualifications:

• ServSafe Certification.
• Knowledge of and experience working with catering/ conference software.

This is a non-state employment position. The final candidates for this position are subject to a thorough background search and pre-employment drug/alcohol screen.

The target salary range is $18.00 to $22 per hour.

Please mail a resume, cover letter and the names and email addresses of three professional references to:

Department of Dining Services
Catering Supervisor
3384 Tower Loop Rd.
Unit 4071
Storrs, CT 06269-4071

Applications received by November 15, 2019

The Department of Dining Services is an Equal Opportunity /Affirmative Action Employer.