



Catering Production Manager

The Department of Dining Services at the University of Connecticut has an immediate opening for a full time, non-state, Catering Production Manager. Under the direction of the General Manager of Catering and the Catering Operations Manager, or their appropriate designee, this position is responsible for the oversight of food purchasing and food preparation by management of the FoodPro Menu Management System and Event Master, the Catering Management System. This position also supervises food production, purchasing and inventory functions for University Catering. Updates data in appropriate systems, runs reports, trains staff members, standardizes menus and recipes, costs out catering menus, assists in a test kitchen environment, audits the use of the catering production system and completes projects as assigned. 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.

Essential Duties and Responsibilities include but are not limited to: Manages the interface between Event Master and Food Pro which requires a weekly transfer of data between the two systems; maintains catering's database, transition of upgrades, works with Coordinators to ensure accuracy of use and attends to financial reports so that the catering business office can provide timely and accurate invoicing. Accountable for using Food Pro and Event Master to ensure that food and supplies are ordered accurately; forecasts future product needs by taking into account the cyclical nature of the catering business without carrying excess inventory and determines labor needs and schedules culinary staff as needed. Supervises the culinary team to deliver timely and quality catering product; reviews daily kitchen production and delegates to culinary staff accordingly and helps develop, train and mentor kitchen associates and acts as a resource. Assists in the culinary staff's performance evaluations; develops specialty menus on an as needed basis and reviews with General Manager and ensures the standardization of all recipes through quality testing and ensures the recipes are followed accurately. Analyzes food costs and suggests selling prices to appropriate management staff; conducts weekly culinary meetings and attends the weekly BEO meeting. Ensures that all foods are received, maintained and served at the proper temperatures; adheres to strict sanitary methods of receiving, storing, preparing, chilling, and reheating foods and monitors foods throughout the process to guarantee food safety. Supervises catering inventory control aides; trains, coaches and motivates others on a daily basis as they interact with the catering production system and interviews candidates for hourly management culinary positions to ensure the highest level associate is introduced into the facility. Verifies quantity and quality of incoming supplies against invoices and orders; maintains appropriate records of receipts and deliveries and assists with the financial record keeping of the catering department. Maintains level of confidentiality

required; utilizes culinary background to enhance catering options and contributes to goal formation and completion to the catering environment. Attends meetings as required; works within all university and departmental guidelines and assists with Food Pro project during designated periods. Able to work a flexible schedule based on business and performs other duties as assigned.

Minimum Qualifications: Bachelor's degree in the Hospitality or Culinary field and three years experience in a high volume catering food service environment or and equivalent combination of education and experience; basic recordkeeping skills; must have a good knowledge of food and current food trends; knowledge of menu planning and quantity food preparation; 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 a must; strong working knowledge of Microsoft Office Suite; ability to work a flexible schedule and must have a valid driver's license with a clean driving record.

Preferred Qualifications: ServSafe Certification or its equivalent; knowledge of Food Pro and Event master; working knowledge of catering and/or conference software and strong culinary skills.

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 hourly rate is \$25.00 to \$28.00

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

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

Applications received by April 3, 2020 will be given priority.

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