The Department of Dining Services at the University of Connecticut has an immediate opening for a full-time, non-state Catering Coordinator in its University Catering Department. Under the direction of the Sales Coordinator Manager and General Manager this position assists in managing all aspects of the catering business from initial customer contact through event completion and post event evaluation. The goal of this position is to ensure both high quality food and service, foster customer satisfaction and assist with growth of the University’s catering business.

Minimum Qualifications:

1. Bachelor’s degree in the hospitality field or equivalent combination of education and experience
2. Basic accounting skills
3. Excellent oral and written communication skills
4. Considerable knowledge of food industry
5. Knowledge of food presentation
6. Excellent customer service skills
7. Excellent organizational skills including attention to detail and the ability to multitask
8. Demonstrates knowledge of Microsoft Office Suite

Preferred Qualifications:

1. Knowledge of Catering/Conference Services software & room scheduling software
2. Knowledge of Eventmaster & FoodPro Menu Management System
3. 6 months experience working in a college environment
4. Has worked a minimum of 2 years in the Catering Industry

This is a non-state employment position that offers a competitive benefit package. The final candidates for this position are subject to a thorough background search and pre-employment drug/alcohol screen and physical examination.

The hourly rate range is $16 to $19 per hour. All interested individuals should mail their resume, cover letter and the names and phone numbers of two professional references to:
Candidates can fax their resume to 860-486-4276 as well.

Submissions that do not provide all required documentation will not be considered. The Department of Dining Services is an Equal Opportunity/Affirmative Action Employer.