University Catering
Catering Coordinator

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.

The Department of Dining Services at the University of Connecticut is a dynamic place to work with a generous benefits package that includes medical, dental, vision benefits, employee life insurance policy, accidental death and dismemberment and short-term disability benefits - all at no cost to the employee. Employee pension plan and 403b with company match included as well.

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 multi task
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
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 $18 to $20 per hour. All interested individuals should mail their resume, cover letter and the names and phone numbers of two professional references to:

UConn Dining Services Catering Coordinator Search Committee
3384 Tower Loop Rd., Unit 4071, Storrs, CT 06279

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.