



## Catering Supervisor

The University of Connecticut has an immediate opening for a full time, non-state, Catering Supervisor. 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](http://www.dining.uconn.edu) to learn more.

**Duties and Responsibilities:** This position is monitors the status of current days 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 \$21 to \$23 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 May 27, 2022 will be given priority.**

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