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Developed by:.....SG  
Reviewed by:.....  
Approved by:.....  
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Production & Catering Services  
DIVISION: Student Affairs  
REPORTS TO: Associate Administrator, Dining Services  
GRADE: 10  
SUPERVISES: Food Service Supervisors, Principal and Senior Cooks and other Food Service Employees when necessary.

BASIC FUNCTION:

Overall responsibility for the successful operation of a full-service catering department with annual sales in excess of \$250,000. Establish short- and long-range operating plans for a successful marketing program, sales forecasting, budgeting and cost controls. A successfully managed catering department will meet or exceed customer expectations within the context of budget objectives and organizational policies. Responsible for innovative leadership and providing a climate of growth for both the department and the staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop computerized recipes and menus according to a predetermined food cost goal.

Develop a marketing plan to inform the University community regarding available catering services including the preparation of brochures and marketing material for distribution to customers.

Prepare computerized reports relating to recipes, menus, food, labor and operating costs. Order food, equipment and supplies for catering functions.

Recruit, train, evaluate and supervise a staff of State and student employees in the procedures for quality preparation, presentation and service of food to catering customers.

Prepare daily work schedules and assignment of catering staff. Prepare budget analysis and projections for review by the Administrator, Food Services.

Monitor revenue and expenditures against a predetermined budgetary goal. Measure performance against agreed upon standards of quality.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in advisory committee meetings to evaluate the performance of catering services as well as other dining services programs. Recommend new and innovative programs to increase the level of service and revenue.

Evaluate food products and equipment and assist in the preparation of specifications for these items. Responsible for ensuring compliance with all University State and Federal guidelines.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, spreadsheet software. Valid driver's license required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. This position requires 24 hour call back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

Minimum of an associate's degree in hotel, restaurant, culinary arts or institutional food services required. Five years of progressive experience in a catering environment with at least three years of direct management authority and responsibility required. The ability to establish short- and long-range operating plans for a successful marketing program is required. A working knowledge of a computer-based menu management program such as CBORD, as well as standard spreadsheet and word processing software preferred. Exceptional interpersonal communication skills and effective management communication style required. Effective written and verbal communication skills are essential. Portfolio of candidate's work must be submitted for evaluation if interviewed by the search committee. Position requires flexible work schedule commitment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

SOME REQUIREMENTS MAY EXCLUDE INDIVIDUALS WHO POSE A DIRECT THREAT OR SIGNIFICANT RISK TO THE HEALTH AND SAFETY OF THEMSELVES OR OTHER EMPLOYEES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUESTED BY THEIR SUPERVISOR.