

CATERING EVENT COORDINATOR

DEFINITION

Plans, designs, and coordinates catering event activities of a college in conjunction with a culinary arts program and department.

TYPICAL DUTIES

- Designs, creates, implements, and evaluates an operational format for catering events of a college which focus on front of the house operations.
- Promotes catering services campus-wide and to the community at large, which involves developing public relations and promotional and marketing materials for offered catering services.
- Meets and consults with clients to inform of all services provided and to establish the catering requirements of the events.
- Reviews scheduled catering event requests to determine ordering needs, prepares requests for products and equipment to be ordered, and schedules staff appropriately.
- Coordinates, with food service and building service staff, the food and beverage requirements, delivery, set-up and break down of events, staffing, etc.
- Creates catering event menus for a variety of clients.
- Provides hospitality industry training to food service management students for catering events.
- Ensures that safety policies and rules are followed during catering events.
- Oversees and participates in the booking, set-up, operation, and break down of catering events.
- Supervises and schedules the work of catering staff.
- Produces quotes and invoices for the client and collects and reports the revenues and expenses generated from each event.
- Maintains records and prepares reports of catering events.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Catering Event Coordinator** plans, designs, and coordinates catering event activities of a college in conjunction with a culinary arts program and department.

An Instructional Assistant, Culinary Arts, applies knowledge of culinary arts, food preparation and production to a broad range of duties related to the day-to-day operations of a culinary arts or food management production department which include: preparation of supplies, material and equipment; maintenance of facilities and equipment; restaurant management of food production; demonstration of culinary arts skills, storekeeping functions; and proper and safe use of equipment and materials.

SUPERVISION

General supervision is received from an academic administrator or classified manager.
Immediate supervision is exercised over catering event staff.

CLASS QUALIFICATIONS

Knowledge of:

Food and beverage and banquet style services
Catering menu planning and development
Special event coordination and catering
Rate quote development, delivery processes, and techniques for catering events
Health and safety regulations pertinent to catering events
Principles of public relations and marketing
Principles of business management
Principles of supervision and training
Capabilities of computer applications, systems, and hardware used in the assigned area
Recordkeeping procedures

Ability to:

Coordinate, promote, and schedule college catering events in conjunction with a culinary arts program and department.
Design individual catering events
Provide hospitality industry training to students
Give clear and concise instructions
Communicate effectively orally and in writing
Resolve client complaints and concerns
Track expenditures and revenues for catering events
Train and supervise others
Meet deadlines and schedules
Prepare reports
Maintain accurate records
Establish and maintain effective relationships with administrators, faculty, students, community members, staff, and vendors
Effectively use computer equipment in the performance of duties
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate's degree or its equivalent from a recognized college or university including or supplemented by at least 18 semester units in hospitality, hotel, restaurant management, culinary arts, or closely related fields.

AND

Two years of full-time paid experience in coordinating catering events.

OR

- B. Graduation from high school or its equivalent. College-level course work in hospitality, hotel, restaurant management, culinary arts, or closely related fields is desirable.

AND

Four years of full-time paid experience in coordinating catering events.