



**Job Title:** Catering Coordinator      **Wage/Hour Status:** Non-Exempt (182 days)  
**Reports To:** Student Nutrition Director      **Pay Grade:** Student Nutrition Group C3N  
**Dept. /School:** Student Nutrition      **Date Revised:** 10/20/2011

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**Primary Purpose:**

Prepare, deliver and serve catered menu items to District catering customers while maintaining first-class standards for service, safety and sanitation.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Two years experience in catering, school district environment preferred.

Current Tarrant County Food Handlers card and ServeSafe certified or equivalent

**Special Knowledge/Skills:**

Knowledge of methods and principals of quantity food cookery

Knowledge of operation and care of institutional preparation equipment

Strong organizational, communication and interpersonal skills

Ability to multi-task

Ability to exhibit positive guest relations while providing quality customer service

Must have vehicle and be able to drive

Irregular hours required

Computer literate with ability to learn various in-house software packages

**Major Responsibilities and Duties:**

1. In charge of planning, preparation, delivery, set-up and tear-down of district catering events.
2. Prepares daily function sheets for catering events. In charge of organization of equipment and supplies for scheduled events.
3. Prepares or assists in the preparation of requested menu items according to recipes using appropriate utensils and equipment.
4. Delivers and assures delivery of food and supplies to designated location in a timely manner.
5. Assembles and assures the assembly of menu items at designated area of service according to customer request and service standards.
6. Assures timeliness, accuracy, presentation and customer satisfaction of each catered event.
7. Records food temperatures of potentially hazardous foods before the point of catered service.
8. Portions and serves menu items as needed according to service standards and utilizing appropriate serving utensils.

9. Exhibits positive guest relations and quality customer service at all times. Adheres to department policies and procedures (personal appearance/dress code, work performance, attendance and punctuality, etc.).
10. Assures that the process of breaking down food and supplies is completed at the end of each event. Assures the disposal of trash and garbage is done according to department standards and procedures.
11. Delivers or assists in the delivery of all catering utensils, equipment and supplies back to catering kitchen.
12. Coordinates the restocking, storing and labeling of unused food items and supplies in the catering kitchen.
13. Assists with the pre-prepping of food and menu items as needed for the following day.
14. Oversees the maintenance, cleanliness and orderliness of catering work and storage areas and inspects these areas to assure compliance with sanitation standards.
15. Responsible for maintaining accurate inventory of dry and frozen food, disposables and small equipment.
16. Attends food shows with the Director of Student Nutrition to expand catering menu and recipes.
17. Performs record keeping and other documentation functions including timely and accurate billing of catering customers.
18. Performs other tasks as assigned by the Director of Nutrition Services and the District
19. Selected applicant will work closely with Student Nutrition Director in creating catering menu as well as pricing events.
20. Other duties as assigned.

**Professional growth and development:**

Develop professional skill and knowledge appropriate to the job assignment  
 Participate in staff development for the division  
 Attend workshops offered by Region XI and TASN

**Supervisory Responsibilities:**

None

**Equipment Used:**

Includes but not limited to oven, steamer, slicer, tilt skillet, fryer, serving equipment, refrigerator and freezer, knife, serving utensils and dish machine.

**Working Conditions:**

**Mental Demands**

Ability to communicate effectively (verbal and written), the ability to cope with emotional situations and stress

**Physical Demands/Environmental Factors**

Occasional lifting of 20-60 pounds (food cases); frequent lifting of 1-20 pounds (pans of food, equipment); frequent bending, stooping, pushing and pulling; occasional reaching above shoulder level; sweeping, mopping and general cleaning activities. Position requires constant attention to detail. Irregular hours, required.

**Must have regular and consistent attendance**

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*