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# Example of Catering Supervisor Job Description

Our innovative and growing company is hiring for a catering supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for catering supervisor

* Participate in the selection of staff
* Promote, prepare, and conduct special activities, events, and presentations in support of the program
* Establish and maintain catering event service standards
* Maintain records and prepare reports related to event planning, ordering, and billing
* Consult with faculty and administrators to ensure events are planned and conducted to support and enhance, and not disrupt, the instructional programs
* Answer questions and provide information to students, staff, administrators and others
* Is responsive to patients' needs at all times
* Oversees the sanitation of work stations
* Oversees the product merchandising, line displays
* Greets customers as they enter and leave

## Qualifications for catering supervisor

* Knowledge of kitchen food safety, sanitation, sauté, grill, fry and prep areas
* Must be able to work flexible hours which included days, nights and weekends
* Ideal candidate will have a minimum of 2+ years cooking and supervising experience in a high volume, fast paced and a world class guest service environment
* Must be TIPS certified, ServSafe certified and attend Concession Supervisor training
* Courtesy and tact in dealing with guests, co-workers
* Must have ability to work independently in partnership with a team