



Example of Catering Supervisor Job Description

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Our company is hiring for a catering supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for catering supervisor

- To report any maintenance problems to the Unit Manager - Restaurant
- To assist in any other catering unit within the University if requested, including involvement with function work
- To be responsible for the identification of personal and team training needs, in conjunction with the Manager and Human Resource & Quality Manager, where appropriate, ensuring the delivery of induction / on the job training in line with departmental requirements
- To be responsible, in conjunction with the Manager and Human Resource & Quality Manager, where appropriate, for the planning, organising, evaluation and recording (where applicable) of training activities, ensuring that learning outcomes are discussed and transferred to the workplace
- Create daily service schedule to coordinate food and beverage deliveries
- Provide and communicate a layout/ diagram of catering events
- Daily close out of the Med Café, including validation of cash daily tills, break relief of café employees if needed
- Process all inquiries for booking space at LKS - via phone, email and drop ins
- Walk all areas before, during, and after events
- Schedule, organize and lead catering team on all catering functions for the University of Houston's Sports & Entertainment venues

Qualifications for catering supervisor

- Serve as the point of contact for catering clients and team nutritionists

- Meeting with clients to set up catering & events
- Achieve and maintain the food cost in accordance with the budget (or any variation authorised by the Operations Manager)
- Ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the Establishment are maintained and operated to the standards required by the Statutory, Local Authority and Company Health, Safety, Fire and Hygiene Regulations and Policies
- Develop and maintain good working relationships with the Client contact including representing the company at any Catering or other meeting required by the Client