

POSITION: CATERING/RETAIL SUPERVISOR

REPORTS TO: Director of Operations

STATUS: Part-time

PRINCIPAL FUNCTION:

This position is responsible for providing the efficient functioning of the retail and catering functions, working with the team in a positive, professional manner. It includes overseeing the operation, and catering events from beginning to end. As our singular goal is to be #1 in Event Hospitality, we are all "Hospitality Ambassadors."

ESSENTIAL RESPONSIBILITIES:

- Represent Centerplate & SCCN in a professional manner at all times, both in demeanor & dress.
- Ensure all employees are using proper food handling procedures
- Oversee and assist staff with events maintaining visibility on the floor throughout.
- Be communicative with all areas with event details.
- Listen to customer concerns and issues, resolve as required.
- Supervision of, training, orientation and discipline of staff.
- Maintain compliance with all liquor laws and Centerplate standards.
- Maintain inventory management and assist in ordering supplies as directed.
- Check all deliveries against invoice and ensure all supplies are delivered as listed.
- Plan, direct and communicate with client from beginning to end of event.

QUALIFICATIONS/SKILLS:

Required:

- **2 years prior supervisory experience in catering & retail**
- **Good food and wine knowledge.**
- ***Smart Serve certified**
- Familiar with cash handling, cash register procedures & inventory procedures.
- Ability to multi-task and organize, and prioritize.
- Ability to understand and implement written and verbal instructions
- Must work well in a team environment, as well as the ability to work independently and in a high stress, fast paced environment

OTHER REQUIREMENTS:

- Must be able to exert well-paced mobility for periods of up to four (4) hours in length for entire shift.
- Must be able to frequently to lift and carry up to 50 and occasionally greater.
- Must be able to go from warm to cold climates (workstation to coolers). Hours may be extended or irregular to include nights, weekends and holidays
- Ability to physically walk approximately one-fourth (¼) of a mile and the circumference of the unit several times a day
- Other lifting or physical requirements as added from time to time, or as required to perform the essential functions of this job.
- Ability to work extended hours, as required.

If you believe you have the skills, experience and service excellence skills required to execute extraordinary events, please submit your resume and cover letter to: james.noell@centerplate.com