



Assistant Catering Manager Job Posting

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following full-time position and invites applications from interested individuals.

Job Title: Assistant Catering Manager	Reports to: Catering Manager
Unit: Catering	Salary: TBD

Position Summary

This is a full time, year-round management position primarily responsible for the management and oversight of all operational and administrative details of customer and culinary service in the Catering department. Job responsibilities include:

Essential Functions/Responsibilities:

- Manages employee scheduling and payroll (ADP) and any service (Event Master) related aspects of catering events.
- Creates special events and supervises the execution of these events.
- Interacts daily with customers and responds to customer needs and comments.
- Supervises full and part time employees, student managers and student employees on a daily basis.
- Works a variety of shifts, times of day, days of the week approximately 50% of which are evening and weekend.
- Represents Catering Manager in his/her absence at events.

Physical Requirements:

- Ability to bend, stoop, kneel, crouch and twist.
- Ability to stand and or walk for prolonged periods of time – all day if necessary.
- Repetitive Motion:
Simple grasping, firm grasping, fine manipulation, pushing, pulling and reaching.

Education/Training/Experience:

- Bachelor's degree in Food Service, Restaurant, Culinary, Hospitality Management, Business Administration, or related area; or an equivalent combination of education and experience
- Experience with information technology including knowledge of spreadsheet and word processing applications.
- Evidence of strong focus on customer service.
- Knowledge and experience in menu development, food preparation, quality control, display cooking and presentation skills.
- Excellent written and oral communication skills and effective interfacing with diverse customers and employees.

Preferred Qualifications:

- Work experience with unionized employees.
- Serv-safe certified.
- Work experience in higher education, catering and/or retail restaurants.
- Experience with ADP, Cbord and Event Master software.

Date Posted: 12/12/11

Applications will continue to be accepted until the position is filled.

Apply to:

BASC at The College at Brockport
Human Resource Office – Brockway Hall
350 New Campus Drive
Brockport, NY 14420

Electronic submissions may be sent to:

bascjobs@brockport.edu

*Attachments must be in Microsoft Word, rich text format, or PDF file.

Contact Information:

Phone: (585) 395-2752

Fax: (585) 395-2663