

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT MANAGER, CATERING

Reports To: Designated Supervisor

UW Job Code: 3051

UW Job Family: 39 – Food Service Professional

SOC Code: 35-1012

FLSA: Exempt

Pay Grade: 20

Date: 5-1-11

JOB PURPOSE:

Assist in managing University-wide catering activities, along with the associated financial component and personnel. Maintain records for conferences, programs or events for designated area; develop, coordinate, or revise marketing campaigns; monitor budget and expenditures for assigned area; assist with budget planning, purchasing, and inventory needs of the assigned area; assist with special projects, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate program/event needs including room reservations, event setups, supplies and equipment; develop and deliver rate quotes for provided services; ensure appropriate protocol is followed when booking events.
- Participate in the evaluation and assessment of program/event/catering/conference scheduling and needs. Prepare and review staffing schedules. Coordinate with Dining Services on menu and food production.
- Market assigned programs/events/catering/services including meeting with clients, writing publications, brochures, flyers, correspondence, grant proposals, or contracts/agreements, as directed; schedule calendars and creates invoices for clients.
- Attend events to ensure professional level of service delivery, safety, and instruction.
- Assist with budget and expenditures for assigned areas; assist with budget planning, purchasing, and inventory needs for assigned areas.
- May design and implement training programs for staff and schedule student staff for events and instruct and train as needed.

SUPPLEMENTAL FUNCTIONS:

- This position may act as the Manager, Catering Services during their absence.

- Assist in the development or revision of policies, procedures, guidelines or associated documents within assigned areas, as directed.
- Maintain current knowledge and assure implementation of university policies and procedures, state and federal laws and regulatory requirements.
- Participate in performance-related goal setting and achievement to meet personal and department objectives.
- Attend and participate in training and other professional development activity.

COMPETENCIES:

- Attention to Detail
- Initiative
- Service Orientation
- Collaboration
- Work Tempo
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The hospitality industry and conference/catering operations at similar institutions.
- Contract documents and specifications.
- Program/event/conference requirements including room assignments, registration, and special equipment or other setups.
- Catering menu development and promotion.
- Cost analysis techniques.
- Conference/event facilities, technology, and equipment.
- Customer service standards and procedures.
- Meeting and event planning principles, requirements, procedures, and available resources.
- Catering facilities and equipment requirements for a range of event sites.
- Computer spreadsheets and other related applications.
- Space allocation practices.
- Procurement rules and regulations.
- Public institution purchasing principles, procedures, regulations, and standards.

Skills and Abilities to:

- Coordinate multiple components of catering/conferences/events/programs including equipment, space, set-ups, and labor.
- Work with a variety of clients to ascertain and meet a variety of needs.
- Recommend fee structure or contract changes based on program/event funding requirements.
- Work events at night and/or on weekends.
- Select, train, schedule, and motivate student staff, including organizing, prioritizing, and scheduling work assignments.
- Develop event budgets, track expenditures and revenues, and assist with developing the unit budget.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Assess training and in-service needs in area of specialty, provide consultation and arrange/facilitate training and seminars.
- Communicate effectively, both orally and in writing.
- Foster a cooperative work environment.

WORKING CONDITIONS:

Standard office, hall, and kitchen environment; some positions may have frequent exposure to food service preparation and catering locations; some positions may occasionally operate food service equipment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.