

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 DIRECTOR, CATERING

Reports To: Designated Supervisor

UW Job Code: 3418

UW Job Family: 39 – Food Service Professional

SOC Code: 11-9051

FLSA: Exempt

Pay Grade: 23

Date: 4-1-16

JOB PURPOSE:

Perform duties as directed; assist with the operational, financial, and personnel functions; responsible for daily event management and catering services. Provide oversight to event spaces and assure compliance with state, federal and University rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist and manage conferences and events for UW Catering & Events while providing unmatched professional customer service. Attend events to ensure customer satisfaction.
- Manage contract planning: Food & beverage execution, coordinate entertainment & alcohol service, technical A/V set-up & venue selection.
- Work with clients both university and non-related to ensure details of events are gathered and executed.
- Oversee contract forms, negotiations, and execution of contracts.
- Provide event logistics and planning. Handle menu planning for all UW C&E contracts and events. Department lead for contract management, weekly BEO meetings, operational details and event timelines for clients.
- Prepare event contract agreements and vendor bookings.
- Oversee event timelines for clients and scheduling of service workers.
- Primary backup for the Associate Director of Catering and Events.

SUPPLEMENTAL FUNCTIONS:

- Promote public relations with VIPs, students, guests and University personnel.
- Review and update catering processes and procedures.
- Assist with special projects, as assigned.

COMPETENCIES:

- Service Orientation
- Individual Leadership
- Strategic Planning
- Negotiation
- Work Standards
- Stress Tolerance

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 3 years work-related experience**

Required licensure, certification, registration or other requirements: **ServSafe Certification**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Hospitality industry and comparable conference/catering operations.
- Catering menu development and promotion.
- Methods used in selecting and training staff.
- Applicable health and safety regulations.
- Applicable federal, state and local codes, rules and regulations.
- Marketing plans for generating catering revenues.
- Food quality and values as well as nutritional and economical substitutions within food groups.
- Menu planning and food production processes.
- Event planning, development, supervision, and assessment.
- Staff training techniques and procedures, including program development and implementation.
- Budget preparation, implementation, and monitoring practices.
- Budget and revenue development.
- Contract negotiation and preparation.
- Public relations techniques.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Standard office, kitchen and food service environments; regular exposure to noise, vapors, temperature changes, and fumes; occasional exposure to chemical and mechanical hazards.

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.