



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Catering Manager

**Non-Exempt:** Hourly worker and **Seasonal Summer Worker**

**Position Summary:**

Manages the catering department and maintains high levels of customer satisfaction at all TRMF catered events.

**Essential Job Functions:**

- The catering manager is in charge of scheduling the catering staff to ensure that the proper number of employees are working at each event.
- This position requires supervising all catering events and staff.
- The Catering Manager is responsible for training employees
- Assisting all guest needs
- Be responsible for set-up and take-down of all events.
- Serve at catering events
- Work closely with Group Sales to ensure all guest needs are met.
- Maintain a high level of safety for guests and employees.

**Other Responsibilities:**

- Other duties as assigned by the Food and Beverage Director.

**ADA Requirements**

- Continuously
  - Standing
  - Walking
  - Grasping
  - Lifting 10 pounds or less
  - Carrying 10 pounds or less
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
  - Talking
  - Repetitive use of hands and arms
- Occasionally
  - Bending Over
  - Reaching Overhead

- Balancing
- Pushing or Pulling
- Lifting 11 to 25 pounds
- Carrying 11 to 25 pounds
- Environmental Conditions
  - Occasionally around chemicals.
  - Occasionally around sharp objects or tools.
  - Occasionally around wet, slippery floors or surfaces.
  - Continuously working with others.

**Qualifications and Education Requirements:**

- Must have good communication skills
- Positive attitude
- Able to work well in a team
- Must be able to work during meal times and in the early morning and late at night.

**Supervision:**

- Reports to the Food and Beverage Director.
- This position supervises the catering staff.

\*\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position. \*\*