

**Department:** Dining Services  
**Position Code:** SDS5459A-Catering Lead  
**Closing Date:** Open until Filled  
**Salary:** \$17.63 hourly

**Background**

**check:** Background check may be required

**Description:** At the direction of the Catering Supervisor, the FSW Lead-Catering is responsible for the production and delivery of catering orders, catered events and assisting the Catering Supervisor with the maintenance of the catering program.

The responsibilities include, but are not limited to, processing sales orders, customer service, preparation of orders, deliveries, set up of events, serving events, break-down of events, supervision of student employees and assisting in the development of Catering services.

The incumbent will assist the Catering Supervisor with all the necessary tasks for the successful execution of catered events and delivery of catering orders while adhering to the core mission of Catering and Dining Services.

The FSW Lead-Catering is a visible member of the Dining Services team; attention to detail, Professional and elegant service knowledge and experience, the ability to accept and act on specific and implied direction and exemplary organizational skills is imperative. The incumbent must maintain a professional appearance and the ability to communicate effectively with campus' executive leadership and their guests when necessary.

**ESSENTIAL DUTIES OF THE JOB:**

**Staff and Supervision:**

Assist the Assistant Manager with staff training and development.  
With the direction of the Assistant Manager, schedule the appropriate student labor for fulfillment of catering obligations.  
Assist with tracking of student employee attendance.  
Lead a staff of student catering employees.  
Supervise student staff at catered events to ensure service needs are met.

**Production and Delivery:**

Independently organize, prepare and execute catering events and deliveries.  
Set up catering venues, including- erecting tables, setting tables, preparing floral arrangements and assisting affiliates with the tasks necessary for design/set up of a catering event.  
Independently break down and clean-up as necessary at the completion of a catering event.  
Assist with the preparation of food items and small wares necessary for execution of a catering event or food item delivery.  
Assist with plating of food items as necessary for plated service catering events.  
Provide table service for full service catering events Serve alcoholic beverages responsibly and in accordance with policy and state law.

Off campus delivery of food and catering items.

Customer Service:

Develop and maintain appropriate professional relationship with catering clients.

Support the requests of catering clients with enthusiasm and promptness.

Serve the needs of clients in accordance with, university policies, catering policies and procedures and complimentary to the established business model of Catering Services.

Employ industry/Catering Services service etiquette standards when attending to the needs of clients.

Assist with the development and maintenance of customer service standards.

Food Safety and Sanitation:

Abide by county, state, federal and university food safety standards at all time.

Sales Marketing and Development:

Assist with the processing of catering orders using CaterTrax.

Assist with receiving/inputting orders from email or telephone.

Promote and implement marketing initiatives at the direction of the Catering Services Assistant manager.

Assist with the maintenance and development of the overall catering program, including: menu development, policies and procedures.

- Qualifications:**
- High School Diploma or GED required.
  - Minimum three to five years' experience in high volume catering food service is required.
  - Proficient knowledge of Microsoft Office suite of applications Serve Safe certification is required, or a willingness to participate in certification training and receive certification immediately upon employment.
  - Must be willing to work flexible hours, including weekends, evenings and holidays.
  - Must possess and maintain a valid California driver's license.
  - Incumbent is subject to fingerprinting and background check.
  - Must be able to fulfill the University of California, Merced alcohol service requirements (policy).
  - Must be able to fulfill the requirements of ABC alcohol serving certificate requirements or equivalent.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to [UCMcareers@ucmerced.edu](mailto:UCMcareers@ucmerced.edu)

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>