

**Food Service Caterer
New Hanover County Schools**

Job Description

Class: Classified
Dept: Child Nutrition

TITLE: Food Service Caterer

QUALIFICATIONS:

1. High School degree or equivalent.
2. Valid North Carolina driver's license.
3. Two years experience in food service or catering. Must hold ServSafe certification or equivalent.

REPORTS TO: Child Nutrition Supervisor

JOB GOAL: To cater functions for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations relevant to the child nutrition department.
2. Receive all catering requests, costs out various catering functions and charges accordingly to ensure profitability.
3. Keep warehouse and truck clean at all times.
4. Prepare all food needed for each catering request, or procure/coordinate with the Cafeteria Manager to prepare menu items to ensure that all catered events are well prepared, presented well and correctly, and on time.
5. Maintain an adequate supply of catering supplies and materials for various functions.
6. Maintain adequate and appropriate documentation to support expenses attributable to each catered activity and provide all documentation to immediate supervisor in a timely manner.
7. Participate in training programs.

8. Perform related duties and responsibilities as requested by Director or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 62

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of food preparation and presentation techniques.
- Ability to accurately plan and cost out catering functions.
- Demonstrate functional knowledge of principles of nutrition and meal planning, equipment usage and care, sanitation, purchasing, cost control, personnel management, child nutrition management, and administration.
- Ability to interact professionally with staff, students, and the general public.
- Ability to drive a one-and-a-half ton truck (standard or automatic transmission).
- Ability to lift numerous 50 pound cases within a specific time.