



University of Wisconsin-Stevens Point

Announcement No. 23-148AS
JOB OPENING ID: 20188

Internal/External	External
Position Title	Catering Sales Coordinator
TTC Title and Code	Catering Sales Coordinator (DS029)
FTE	100%
Position Information	<p>Principal Work Location: UW-Stevens Point Main Campus, Dreyfus University Center</p> <p><u>Supervisor:</u> McKenzie Herian, Catering Manager</p> <p><u>Pay Schedule-range:</u> \$38,000-\$45,000, based on qualifications and experience</p>
Total Rewards	<p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Department	University Dining
Department Description	<p>The University Dining department has service units located within DeBot Residential Dining Center, the Dreyfus University Center, and the Chemistry/Biology Building on the main UW Stevens Point campus. University Dining is a department within the Division of Student Affairs and is closely linked with the University Centers and Housing and Residential Living departments.</p>
University Description	<p>Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com.</p>
Position Summary	<p>This position creates exceptional customer service experience within Catering and manages a team that provides director customer service, maintains effective working relationships with clients, and communicates catering's detailed event plans to clients. The Catering Sales Coordinator will be responsible for the daily execution and tracking of all events scheduled within the catering division of University Dining. In addition, this position will be responsible for supervising all aspects of catering events including scheduling, preparation, set-up, service, breakdown, and clean-up. The ability and willingness to work a variable schedule, including nights and weekends, is required.</p>
Required Qualifications	<p><u>Work Schedule:</u> Varied hours are required including weekends, holidays, evenings and on call.</p> <ul style="list-style-type: none"> • Minimum of one year of experience in a multi-themed food service operation or supervisor in a complex food service organization. • Ability to work varied schedule to include heavy work weeks, nights, and weekends. • Meet State of Wisconsin Requirements to drive a state vehicle. • Attention to detail, well organized. • Serv Safe certification required within first year. • Wisconsin Bartender Certificate, or ability to obtain within three months of hire.



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Human.Resources@uwsp.edu

	<ul style="list-style-type: none"> • Ability to communicate, prioritize and multi-task effectively across multiple levels in an organizational structure and with diverse constituencies.
Preferred Qualifications	<ul style="list-style-type: none"> • High School Diploma. • Knowledge of staffing guidelines and training techniques in order to staff events accordingly, including modifications for emergencies. • Ability to effectively communicate orally and in writing to a wide array of people. • Ability to handle and solve customer complaints and requests. • Knowledge of basic safety principles. • Previous experience in University Food Service
How To Apply	<p>This position and instructions on how to apply are located on our website. Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	October 30, 2023
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline	<p>TO ENSURE CONSIDERATION: Applications received by 10/12/2023 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p>
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references
Position Contact	<p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p> <p>For additional information regarding the position, please call or email: McKenzie Herian, Chair, Search and Screen Committee Email: mherian@uwsp.edu Phone: 715-346-4374</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>



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Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point's mission is, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/protsv/Pages/Clery.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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