



## Position Description

General Information	
<b>UW System Title:</b>	Catering Sales Coordinator
<b>UW System Code:</b>	DS029
<b>Business Title:</b>	Catering Sales Coordinator
<b>Supervisor's Business Title:</b>	Catering Food Service Manager
<b>Hours/Shift/Work Schedule:</b>	Sunday to Saturday
Check as needed:	<input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Holidays <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> On call <input checked="" type="checkbox"/> Varied hours
<b>Principal Work Location:</b>	Main Campus
<b>Department:</b>	University Dining
<b>Supervisory Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employee Category:</b>	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
<b>FLSA Status:</b>	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
<b>Date Created/Updated:</b>	9/20/2023
<b>Position of Trust:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Having property access, financial/fiduciary duties, and all executive positions)	
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the <a href="#">University of Wisconsin System Criminal Background Check Policy</a> .)	

### Department Description

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.

### Position Summary

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.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the Job Library and support using specifics of the position)	% of Time
<p><u>On Point Catering Event Management</u></p> <ul style="list-style-type: none"> <li>• Responsible for the execution of all events per the policies and procedures of On Point Catering and the University of Wisconsin-Stevens Point.</li> <li>• Develops and implements procedures and protocol for scheduling production and service staff to ensure all catering events are staffed appropriately and that all items are purchased and produced according to the catering contracts.</li> <li>• In conjunction with the Student and Floor Managers, train and provide supervision for student staff to provide excellent service and follow all safety and sanitation guidelines.</li> <li>• Provide onsite supervision for events, being the primary contact with the clients during the event.</li> <li>• Supervise the breakdown and cleanup of events, making sure all equipment is returned to the proper storerooms, that the kitchen and ware washing areas are clean and orderly and that all facilities are properly closed and secured.</li> <li>• Provide updated attendance counts or consumption records for the Catering Food Service Manager to generate invoices for the events.</li> <li>• Using a written report system, provide feedback to the Catering Food Service Manager on each event.</li> <li>• Responsible for maintaining orderly storerooms and inventories of supplies used by the catering program.</li> <li>• Make recommendations for purchases of supplies and equipment used by the catering program.</li> </ul>	80%
<p><u>Customer Service and Operational Support</u></p> <ol style="list-style-type: none"> <li>1. Continual implementation of assessment programs, to meet and exceed the established goals of On Point Catering and the University Dining department.</li> <li>2. Develop relationships internally and externally to foster the continued growth and success of On Point Catering.</li> <li>3. Participate in meetings and on university committees as requested by the On Point Catering Food Service Manager.</li> <li>4. Assist in all areas of University Dining as requested and other duties and responsibilities as delegated.</li> <li>5. Assist in maintaining equipment inventory records (i.e registers, readers, printers, and spare equipment).</li> <li>6. Develop and maintain forms/documents.</li> <li>7. Be knowledgeable and remain current on ID card standards/best practices related to dining meal plans.</li> </ol>	20%

**Qualifications – Knowledge, Skills, and Abilities:****Required Knowledge, Skills, and Abilities**

- 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.
- Ability to communicate, prioritize and multi-task effectively across multiple levels in an organizational structure and with diverse constituencies.
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**Preferred Knowledge, Skills, and Abilities**

- 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
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**Other – Knowledge, Skills, and Abilities:**

- ☒ Job Requires Driving a State Vehicle
- ☐ Pre-employment Physical Assessment Required
- ☐ Pre-Employment Financial Check Required
- ☐ Independent travel is a core function of the job

**Physical Effort/Demands:**

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Equipment Operated:**

- Driving state vehicle, operating lift on the truck
- Operation of food service equipment for preparing, cooking, holding, and serving food items.
- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices.

**Working Environment:**

The noise level in the work environment varies, dependent on the event being serviced.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

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Date

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Employee Signature

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Date

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Supervisor Name

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Date

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Supervisor Signature

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Date