

Holy Name Medical Center**Title:** Catering Manager**Location:** Teaneck, NJ**Job Type:** Full-Time (Experienced)**Compensation Type:** Salary**Start Date:** 4/24/2017**Primary Responsibilities:**

- Directs daily operations of catering services to ensure employees have appropriate equipment, inventory and resources to perform their jobs and meet goals and deadlines.
- Directs catering operations including check of equipment, set-up, break down, and all other functions
- Ensures the quality of catering operations, including dishware, linens, and food and beverage items, preparing alcoholic beverages to standards, complying with all sanitation guidelines and maintaining area in accordance with state health standards.
- Probes potential problems and apprises director of status on resolution of problems or issues, using appropriate resource when necessary.
- Supervises day-to-day work activities by delegating authority, assigning and prioritizing activities and monitoring operating standards.
- Manages by providing positive and constructive feedback to employees in order to reward, coach, correct and motivate
- Ensures compliance with all federal, state and local regulations as well as HNH/Sodexo policies and procedures (e.g. quality assurance, safety, operations, personnel).
- Complete employee evaluations and competencies timely with feedback.
- Ensures certifications are current for facilities.

Qualifications: Serv-Safe or Equivalent

Supervision/Managerial Experience: 2 years preferred, but not necessary; Function Specific Experience: At least 2 years' experience working in the catering field

Application Instructions: Apply using the link below:

https://re22.ultipro.com/HOL1005/jobboard/NewCandidateExt.aspx?__JobID=2593
