**CATERING DATA ADMINISTRATOR/MANAGER**

**Job Description**

**Exempt Status**  Yes No **Position Status** Full Time Part Time Independent Contractor (IC)

\*IC Irregular or casual; non-regularly scheduled staff

**Position Purpose**

*Understand and manage the data and interrelationship’s of XXXXXXXX’s Event Management Systems (EMS). Monitor, evaluate and develop accurate data to be used by the various operational departments in the execution of in-house, off-premise and corporate catering. Establish and maintain data exchange interfaces supporting the primary EMS such as CRM, accounting, recipe and costing management, room design and staffing. Work with Sales, Culinary and Operations teams to oversee and execute the daily data entry and maintenance of information related to proposals, production lists, pack lists, recipes, beverage management, menu engineering and creative development. Maintain the performance of all software packages by ensuring connectivity, access and optimization of their features.*

**XXXXXXXXX Universal Culture Requirements**

*At XXXXXXXXX we are passionate about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our mission is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All team members are expected to share our core values of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

**Responsibilities & Functions of this Position**

* Interact with, direct and supervise data specialists in various departments on a daily basis in a professional manner with respect for all using refined and polite communication skills
* Attend and effectively perform in leadership teams responsible for developing and reinforcing company strategic plans and operational goals
* Actively educate oneself in the understanding of the full capabilities of the all software packages to develop a growth strategy of continually improvements, roll-out of new features and training opportunities
* Ensure all data systems are managed and edited consistently, according to approved company print and media formatting that matches and maintains XXXXXXX company image.
* Through training and development of sales teams, data specialists, operational teams ensure timely and accurate use of the Primary EMS System and interrelated data systems
* Assist with interviewing, hiring, training, development and retention of qualified data specialists.
* Maintain offerings, pricing and costs of third party provided services listed in the EMS such as rentals, décor, concierge providers to accurately provide cost analysis of events prior to proposal submission
* Collect, input and maintain third party invoices for purchased products used for COGS as defined in the EMS, Recipe Management and Inventory Valuation programs as used by XXXXXXX.
* Perform basic accounting functions such as account coding, inventory and cost calculations
* Effectively use sales data to develop daily/ weekly / monthly reporting on the financial health of XXXXX as recorded in the primary EMS system
* Create, manage EMS users with system access, email, and security levels within the EMS
* Develop and manage all standard and custom reports available across all relevant interrelated software programs used in daily catering operations
* Maintain company policies and standards at all times, understanding that policies change from time to time
* Act as the primary contact for all software providers and customer support teams for updates, functionality and performance issues
* Complete any and all other tasks as assigned

**Qualifications**

* At least 3 years’ experience in a progressive customer focused, Chef-driven hotel, restaurant banquet venue or offsite catering company with annual revenues of $2 Million or more
* Proven ability to write and format catering, banquet, and a la carte menus, keeping ahead of trends in various platforms such as word processing, graphic design and presentation software
* Strong knowledge of interdepartmental communication through written, verbal and digital communication
* Career history of firm but empathetic leadership skills and even-keeled temperament even in the most stressful situations
* Comprehension of purchasing, inventory, food cost, and labor cost
* Comprehension of food preparation management to maximize quality and freshness while maintaining appropriate pars and keeping costs low
* Comprehension of the Catering Sales process in hotel, restaurant, corporate or off-premise catering
* Must be able to work a flexible schedule of nights, days, weekends and holidays when needed
* Experience interviewing, hiring and training a staff of at least eight people
* Positive attitude and strong work ethic
* Comprehensive data entry skills and experience working with various software applications such as EMS, accounting, database management, spreadsheets and other related software packages
* Two or Four-Year degree in hospitality, marketing or management a plus but not required
* Two-year culinary arts degree a plus but not required

**Special Position Requirements**

* Employee will work on and with desktop computers, tablets and laptops
* Employee will work on slippery surfaces
* Employee will work in a fast-paced environment
* Employee will need to provide transportation to and from event locations as needed

**General Work Requirements**

* Ability to understand the speech of others
* Understandable speech
* Sitting, standing, bending, stretching and walking throughout the shift
* Lift and carry a minimum of 30 pounds
* Strong spelling, grammar and accuracy in preparation of all written material
* Reading and math skills as relates to recipe adherence
* Retain verbal requests
* Learn and retain menu item knowledge
* Work well with others
* Maintain composure under stress

**Employee Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Updated December 28, 2018