**CATERING DATA SPECIALIST**

**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 daily data entry into Event Management Systems (EMS) and other software systems. Input and edit data to be used by the various operational departments in the execution of in-house, off-premise and corporate catering. Work with Sales, Culinary and Operations teams to collect the daily data entry and maintenance of information related to proposals, production lists, pack lists, recipes, beverage management, menu engineering and creative development.*

**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**

* Report to managers in various departments on a daily basis in a professional manner with respect for all using refined and polite communication skills
* 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 is managed and edited consistently, according to approved company print and media formatting that matches and maintains XXXXXXX company image.
* 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
* Maintain company policies and standards at all times, understanding that policies change from time to time
* Complete any and all other tasks as assigned

**Qualifications**

* At least 1 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
* Strong knowledge of interdepartmental communication through written, verbal and digital communication
* 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
* 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 March, 2019