



**USC** University of  
Southern California

## Catering Coordinator-Coliseum (Union) Job Description

### JOB INFORMATION

<i>Job Code:</i>	143171
<i>Job Title:</i>	Catering Coordinator-Coliseum (Union)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Food Service (Union)
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Provides catering services for Coliseum events. Coordinates the preparation and delivery of all food and beverage for catering events. Performs basic hot and cold food preparation duties from recipes. Provides leadership, guidance and direction to kitchen staff. Adheres to all health and safety rules and regulations. Maintains department food handling and customer service standards.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	
	X	High school or equivalent	
	X	Specialized/technical training	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	2 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		General knowledge of catering and commercial kitchen operations.
X		Knowledge in preparing different combinations of menus.
X		Ability to prepare food for a large number of people.

**Knowledge, Skills and Abilities**

Req	Pref	Functional Skills
X		Knowledge of food handling and sanitation procedures and food safety regulations.
X		Knowledge of all kitchen equipment, small or large scale.
X		Skilled in overseeing kitchen staff.
X		Experience working in a fast paced working environment.
X		Ability to operate all equipment listed in Specialized Equipment (below).
X		Demonstrated customer service experience.
X		Ability to effectively communicate in English.
X		Ability to lift a minimum of 30 pounds.
X		Valid California Driver’s License may be required.
	X	Culinary School diploma.
	X	Two years in a restaurant/high volume banquet and catering operation.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
Provides catering services for Coliseum events. Coordinates the preparation and delivery of all food and beverage for catering events. Ensure prompt and efficient service.				
Provides basic hot and cold food and beverage preparation service from recipes. Oversees the preparation activities of kitchen staff.				
Provides leadership, guidance and direction to kitchen staff, as needed. Schedules, assigns and prioritizes workload. Trains staff, as needed.				
Assists with the physical set-up of catering events and performs clean up afterward, as required. Delivers and serves food, as needed.				
Orders food, utensils and supplies. Stocks and maintains all supplies, food items and utensils.				
Maintains inventories on a regular basis.				
Oversees storage and usage of food, materials and equipment. Checks operability of equipment and notifies service department of need for repairs and/or maintenance.				
Maintains inventories on a regular basis.				
Oversees storage and usage of food, materials and equipment. Checks operability of equipment and notifies service department of need for repairs and/or maintenance.				
Maintains cleanliness of facilities.				
Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures.				
Adheres to department service standards and to all health, safety and university rules and regulations.				
Attends and participates in meetings as required.				
Reports to station, ready to work at the time work assignment is scheduled to begin.				

**Other Requirements**

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.