

CHELLES' KITCHEN

Title: Catering Operations Manager
Reports to: Owner and CEO Lachelle Cunningham
Status: Part Time, Independent-Contractor

Position Description: The Catering Operation Manager's role is to oversee all Culinary Operations at Chelles Kitchen LLC (CK) including: procurement of food items and supplies, food production, quality control, setup and presentation of all food products, train, manage and supervise core kitchen staff and maintain a harmonious relationship with CK staff/HRI staff and employees of other associate vendors, partners and stakeholders. Scheduling resources (staff, inventory, supplies, etc.) needed for catering on the calendar, according to budget requirements and Promoting and building the catering business by researching and targeting potential customers. This position will work closely with the culinary team, as well as the Management team on the Healthy Roots Institute side of the business.

Key Responsibilities

- 1. Catering Oversight:** Oversee the day-to-day catering operations from prep to delivery
- 2. Staffing and Human Resources:** Scheduling, managing and training catering staff
- 3. Inventory & Food Safety:** Catering inventory oversight, safety and sanitation controls

Catering Oversight

- Oversee all culinary operations Chelles Kitchen LLC (CK), including food production, quality control, set up and presentation of all food products.
- Execute Catering orders as scheduled by the Administrative Manager.
- Help define the food and beverage offerings
- Coordinates and develops menus, standardized recipes, prep lists, schedules, and procurement to execute all CK food production.
- Maintain, set up, food production and quality control of all products coming from Catering.

- Collaborate with Admin Manager and Catering Chef to coordinate deliveries of Catering orders
- Schedules resources needed for Catering on the Calendar
- Maintain a harmonious relationship with CK and HRI team.
- Oversees event planning and logistics

Staffing and Human Resources

- Train, manage and supervise core kitchen staff and maintain a harmonious relationship with CK staff/HRI staff and employees of other associate vendors, partners and stakeholders.
- Collaborate with CSM and EC to ensure that staffing of catering kitchen staff is appropriate and does not run into overtime and/or burnout
- Oversees core group of kitchen staff dedicated to catering
- Maintains a harmonious relationship with the kitchen (line) staff and collaborates to ensure optimization of labor costs and avoid burnout
- Contributes to continuous training of key Catering staff who will execute Catering orders on Catering Chef's days off, vacation, etc

Inventory & Food Safety

- Schedules resources (staff, inventory, supplies, etc.) needed for catering on the calendar, according to budget requirements.
- Provides feedback to Catering Chef about recipes, prep items, ingredients, execution, equipment
- Oversee Catering-specific inventory control, stocking, rotation and waste management
- Coordinate Catering-specific product ordering with Catering Chef
- Ensure adherence to all food safety & hygiene; training on food safety as needed

Sales & Marketing

- Promote and build The Catering business by researching and targeting potential customers
- Provide feedback on menu offering to Executive Chef and Catering Chef based on feedback from catering customers and benchmarking competition
- Work with the Social Media Manager to define merchandising of Catering programs including leaflets, menus, social media.

Experience/Qualification

- At least 2 years working as a cook in high-volume kitchen
- Ability to lead a small team
- Strong communication skills and positive, can-do attitude
- Strong organizational skills, able to manage multiple timelines