

POSITION DESCRIPTION

POSITION: Catering Manager-Moe's Southwest Grill- Company Operations
REPORTS TO: Director of Company Operations-Moe's Southwest Grill

PURPOSE OF POSITION

The Catering Manager is responsible for execution and management of all aspects of the catering business for multiple company-operated Moe's Southwest Grill restaurants.

DUTIES AND RESPONSIBILITIES

- Develops and maintains strong relationships with current catering clients while networking and gathering new clients.
- Manages catering efforts around annual local store marketing calendar.
- Maintains the catering calendar and works closely with the management team to schedule all events.
- Effectively utilizes catering client database to build and maintain client relationships and grow business.
- Works with the management team to bring consistency across all restaurants related to catering program, processes and tools (i.e. packaging, presentation, etc.).
- Develops additional contractual vending opportunities and large off site catering business.
- Works closely with the Director of Catering to implement changes to catering offerings; participates in product and packaging/display tests.
- Works in the restaurant and assists with all aspects of catering including food preparation and delivery activities.

POSITION REQUIREMENTS

- One to two years of operations catering/sales/marketing experience; undergraduate degree preferred.
- Quick service, franchise operations, and/or hospitality industry experience a plus.
- Strong ability to build relationships (internal and external), effectively communicate and positively influence direct reports and other key constituents.
- Possesses a high degree of drive with a proven track record of achieving results.
- Ability to handle multiple tasks within a constantly changing and demanding environment.
- Strong project management and organizational skills; demonstrated track record for flexibility and urgency in prioritizing and organizing projects.
- Excellent communication (written and oral), and problem solving skills.
- Expert level experience in catering and POS information systems/software.
- Expert level experience in Microsoft computer skills, i.e. Word, PowerPoint, Excel, and Outlook.