

College of the Ozarks is seeking an Associate Catering Director for Bobcat Food Services. This position will reside in the campus Dining Center and will report directly to the Director of Bobcat Food Services.

Candidates must have a minimum of 3 years' experience in a high-volume kitchen with a solid background of supervisory, communication, financial, and culinary skills.

Areas of responsibilities for the position include

- Oversee the entire catering process from booking, ordering, setup, tear-down and billing of events. Experience with receptions, drop-off catering, buffets, and plated meals will be required.
- Responsible for ordering food and supplies for The Coffee Shop, Concessions, Vending, and School of the Ozarks K-12 program.
- Assist in overseeing operations in the dining program, as their schedule permits.
- This is a salaried 12-month position. The position is responsible for ensuring all events happen at the designated time. Due to the nature of campus catering events, this position will not have standard hours or days off.

Key skill sets must include

- Strong oral and written communication skills. The position is responsible for meeting with customers to establish expectations for their event. The Associate Catering Director must be able to communicate these expectations to the Chef.
- Ability to multi-task and handle high stress loads.
- Excellent time management skills: timing is vital to the success of on-campus events.
- Strong leadership skills to lead a team of 12 students and 2 employees. Scheduling of student workers for events will be necessary for success.
- Understanding of local health regulations. Servsafe certification will be required within the first 30 days of employment, unless the certification is current.
- Knowledge on how to create a catering guide and standardize ordering for various groups across campus.
- Ability to create new and fun events, while considering the workload of the culinary team.
- Strong financial skills, especially in budgeting.
- Computer skills must include Excel, Word, Catering software, POS and online ordering systems.
- A strong willingness to teach and train students aspects of the job in a Christ-centered environment. Professionalism is a core value when interacting with students and other employees.

The successful candidate will support the Academic, Vocational, Christian, Cultural, and Patriotic mission pillars of the College. The position includes benefits such as paid medical insurance, retirement (403b), and vacation/sick paid time off. The successful applicant must pass a background check. Pay will be based upon experience. Please submit applications and current resumes to Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail hr@cofo.edu.