



Catering Manager

MISSION STATEMENT

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

FEED HOPE | HOMEGIRL CAFÉ & CATERING is looking for a seasoned **CATERING MANAGER** to lead its First Class Catering Operations to new heights.

We have been a DTLA favorite for 15 years and look to grow our business throughout the City. We service small events to large scale banquets. Our menu is a delicious offering specializing in Latin fusion faire. We work with individuals, Government agencies and large Corporations.

The perfect candidate will be:

- Proven track record of finding and building new relationships
- History of successful Events
- Administer kitchen equipment, vehicles and other assets used in Catering
- Oversee rental installations and breakdowns
- Manage event labor to keep within specified labor margins
- Supervise Customer Service staff
- Maintain the Catering schedule of events to ensure coverage by production staff and servers
- Develop positive connections with vendors (food, beverages, rental companies) to secure best price, product and service
- Assume the role of onsite manager for events when needed
- Attend production walkthroughs with customers and convey customer expectations to Production staff
- Oversee banquets from inception through execution and cleanup
- Keep entire team updated on all details to ensure successful events
- Ability to work a flexible schedule to have oversight on events

- Requirements
- 3 to 5 Years of relevant experience
- Excellent Communication skills (both verbal and written)
- Must have a valid driver's license
- Current Manager Serv-Safe certificate or ability to become certified
- College level classes in Culinary Arts, Marketing a plus
- Experience with scheduling and Catering/Food Software a plus (we use Outlook, Monday.com, Catarease/TripleSeat and Galley Solutions)
- Leading with self-confidence that becomes contagious
- Social awareness of your teammates, especially recognizing the potential of individuals

Do to COVID-19 protocol, and for the health and safety of our workforce and customer base, our condition of employment requires that all personnel must be fully vaccinated and provide proof of vaccine.

Compensation

This is a full-time exempt position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.

Homeboy Industries is an Equal Opportunity Employer.