



HEAD CHEF & DIRECTOR OF CATERING OPERATIONS
(Full-time Position)

For illustrative purposes only and subject to change. This does not constitute an employment contract. Any employment with Creedon and Co., Inc. is on an at-will basis only.

ROLES & RESPONSIBILITIES:

- Responsible for daily and overall operations and success of the catering division and food service division of the company
- Manage and run the daily catering operation at the company's headquarters, but also manage and oversee the catering division's staff and off-site operations including catered events, concessions, temporary food service operations, and satellite locations
- In charge of all things related to the catering and food service operation including without limitation menu creation; management, training, and scheduling of kitchen and catering staff; ordering and purchasing inventory and equipment; exceeding all local, state, and federal inspections; establishing and enforcing standards for the preparation and presentation of all foods and beverages
- Contribute as a team player in conjunction with the catering staff, tent & equipment staff, and office staff. This includes assisting co-workers with any tasks that arise to deliver top-notch results to our customers. Perform other duties as requested and fill in for other positions, when necessary, for smooth operation of the business
- Adhere to all company policies, procedures, rules and regulations in written or verbal form. Comply with government and industry health and safety requirements

- Remain current and at the cutting edge of industry trends to develop and implement new concepts

REQUIREMENTS:

- Degree from a culinary arts institution or program
- Knowledge and experience managing a team in the catering or food service industry



- Ability to work efficiently and multitask to meet deadlines in sometimes hectic environment
- Ability to set and meet budgets while not compromising quality of product or service
- Ability to work varying schedule including days, nights, and weekends as needed
- ServSafe or other equivalent certification in food handling and preparation
- ServSafe Allergen Awareness or other equivalent certification to demonstrate knowledge and ability to accommodate food allergies
- Knowledge and experience with CaterEase software helpful, but not required
- Valid driver's license; knowledge and experience driving cargo vans and cube trucks helpful, but not required
- Ability to lift, load, and unload items on to and off of trucks
- Professional personal appearance; attention to detail; professional, cheerful, can-do attitude at all times
- Non-smokers only

COMPENSATION

- Salary commensurate with experience
- Benefits include health insurance, voluntary vision and dental plans available as well; 401(k) retirement savings plan available; paid time off available
- Discounts on catered events and equipment rental for personal and immediate family use

Creedon and Co., Inc. is an equal opportunity employer