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[www.silverbowinn.com](http://www.silverbowinn.com)

**inn • bakery • restaurant • catering • cinema**

## **POSITION:**

Catering Manager

## **PURPOSE OF POSITION:**

Under direction from kitchen supervisor, general manager, and owner, organizes and oversees all catering events.

## **DUTIES/RESPONSIBILITIES:**

Responsible for the organization and execution of all catering events in a professional and presentable manner including managing all catering staff.

Will work closely with catering chef to make sure all food produced is of a high quality.

Responsible for cleanliness of catering areas and equipment at the Silverbow.

Should expect to work split or long shifts and can not expect to always have two consecutive days off.

May be required to perform certain tasks outside of job description.

## **KNOWLEDGE AND REQUIREMENTS:**

Ideal applicant has excellent organizational skills, great customer service skills, and can function under limited supervision.

Must be proficient in the position of office assistant.

Must be able to present self in a pleasant manner, be able to lift at least 50 pounds, have Alaska food workers card, and have valid Alaska driver's license.

Able to communicate verbally, and understand and follow written and verbal instructions.

## **WORKING CONDITIONS:**

Bakery kitchen at Silverbow, 120 2<sup>nd</sup> Street or various locations.

## **ASSIGNMENT/APPROVAL OF WORK:**

Receives direction and approval from kitchen supervisor and owner.

## **RESPONSIBILITY/ACCOUNTABILITY:**

Directly impacts client's views of the Silverbow catering.