

JOB DESCRIPTION

Job Title: Culinary Software Administrator
FLSA Status: Exempt
Reports To: Executive Chef

Department: Culinary
Status: Full Time

Customary Days: Monday - Friday
Customary Hours: 8:00 AM - 5:00 PM (Varies to include evenings, holidays and extended hours as business requires)

Position Summary:

Comprehensively manage the culinary functions of the company's operations software (currently CaterXpert). Work with the culinary team members to build a cohesive database within CaterXpert that will allow the team to generate prep lists, order lists, and other reporting. Act as a direct conduit between culinary and sales teams with regard to menu entry and production.

Duties and Responsibilities:

- Create and maintain standard operating photos, recipes and descriptions for all culinary team members.
- Create and maintain an accurate and comprehensive database within CaterXpert of menu items, disposables, etc.
- Conduct CaterXpert semi-annual audit for recipe costs and pricing.
- Build prep items in CaterXpert that allow kitchen to generate prep lists and order lists.
- Work with sales team to monitor and ensure processes are being followed for menu submission.
- Print all event orders and revised event orders promptly and efficiently.
- Participate in bi- weekly production meetings to confirm all kitchen details with sales and operations staff.
- Communicate and collaborate with members across all departments at X in a positive and productive manner.
- Any and all other duties as assigned by Executive Chef.

Job Requirements

Education and Experience: *The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- Culinary degree/certification is preferred.
- Minimum 3 years experience within the hospitality industry, catering experience preferred.
- Knowledge of all F&B preparation, storage, sanitation, and licensing requirements.

Essential Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Strong project management skills from conception to completion, with ability to manage multiple tasks simultaneously to deadline.
- Demonstrated record of continuous growth in bringing change to the forefront.
- Ability to identify and resolve issues and alert executive leadership to potential areas of liability.
- Ability to function independently and intuitively in a fast-paced environment.
- Excellent verbal and written communication skills with the ability to prepare and deliver clear, concise reports and presentations that are understandable by the target audience.
- Highly organized with strong attention to detail.
- Demonstrated initiative, results orientated and entrepreneurial minded.
- Ability to manage confidential information and maintain its integrity.
- Strong computer skills that include proficiency with Google and Microsoft Office Suite applications.
- Ability to work irregular hours when necessary.

Language Skills:

Ability to read, write and speak English proficiently. Bilingual skills preferred.

Physical Demands: *The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

- While performing the duties of this job, the employee is regularly required to talk, hear, taste and smell.
- The employee may be frequently required to stand, walk, sit, use hands to feel; reach with hand and arms, and stoop, kneel or crouch.
- Ability to lift up to 30 lbs. regularly and up to 50 lbs. occasionally.
- Specific vision requirements include the ability to see at close range, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- May work in extreme heat and cold (non-weather and weather).
- May work in wet conditions (non-weather and weather).
- Noise level is low to moderate.
- May work near toxic/caustic chemical and with fumes or airborne particles.
- Will work near moving or mechanical parts.

I have read and understand this explanation and job description.

Print Name: _____

Signature: _____

Date: _____