



# Ukrop's Homestyle Foods

*Nourishing Families & Communities*

## **Catering Manager**

Open Date: 10/14/2011

Close Date: Open until filled

Location: Richmond, Virginia

Are you passionate about food? If you are, and you enjoy getting others excited about it as well, our **Catering Manager** position may be just what you are looking for! We are looking for a dedicated, enthusiastic and self motivated candidate with a passion for food and nourishing people with an entrepreneurial spirit.

The Catering Manager will be responsible for leading the newly formed catering business for Ukrop's Homestyle Foods. This position will be responsible for managing the daily operations of the catering business, including coordinating menu planning with the bakery and kitchen manufacturing facilities, managing pricing strategies, conducting sales and event planning, coordinating wedding cake sales, preparing and assembling orders, managing additional staff as needed, and coordinating pickup and delivery activities.

The catering manager will also contribute to the marketing and business development efforts by helping to identify potential customers, benchmarking excellent catering practices, participating in social networking and professional trade shows, all while providing superior customer service.

### **Tech Skills:**

PC knowledge of Microsoft Word, Excel and PowerPoint

Skilled in food handling, food safety and production processes

### **Physical Requirements:**

Using office equipment, to include computer, telephone and calculator; standing and/or walking for a minimum of four hours, working occasionally in a refrigerated environment; repetitive bending, reaching, stooping, pushing, pulling, and lifting product weighing up to 50 pounds.

### **Minimum Education Requirements:**

HS Graduate or Equivalent

BA or BS in Business a plus

### **Minimum Experience:**

Minimum of 2-5 years of experience with sales, menu pricing and event catering

Minimum of 2 years management experience

### **How to Apply:**

Submit your resume and cover letter to [careers@ukrops.com](mailto:careers@ukrops.com)

**Ukrop's is an Equal Opportunity Employer**