



JOB DESCRIPTION

Assistant Catering Manager

The Organization

The internationally acclaimed Detroit Symphony Orchestra, the fourth-oldest symphony orchestra in the United States, is known for trailblazing performances, visionary maestros, and collaborations with the world's foremost musical artists. Esteemed conductor Leonard Slatkin, called "America's Music Director" by the *Los Angeles Times*, became the 12th Music Director of the DSO during the 2008-09 season. The DSO offers a year-round performance schedule that includes classical, pops, jazz, young people's concerts and festivals. The DSO makes its home in historic Orchestra Hall, one of America's most acoustically perfect concert halls, and actively pursues a mission to impact and serve the community through music. For more information visit www.dso.org.

Position Summary

We seek a talented, energetic, driven, and reliable individual to provide support to the Detroit Symphony Orchestra's Catering Department. The DSO has a variety of events during the year where food for the donors and other distinguished guests is provided. The Assistant Catering Manager will support the Catering Manager in operating a small restaurant which will be open 2 hours before concerts and 2 to 3 nights a week. The most important part of the job is achieving good quality at a low cost and maintaining high standards of hygiene and customer satisfaction. The Assistant Catering Manager will be available to clients at all times during their events. As this individual masters the foundational aspects of their job, they will become more involved in scheduling of the staff.

Specific Duties and Responsibilities

- Set up meetings with staff prior to events to update on event preparation
- Responsible for assisting the Catering Manager with monitoring food quality and service.
- Knowledge of food and food hygiene and food preparation.
- Planning menus in conjunction with the chef.
- Ordering supplies and working with vendors to order food as well.
- Training and supervising staff in the absence of Catering Manager.
- Will provide money management which will include recording of nightly deposits.
- Assist clients with planning of events and follow up to get feedback after the event.

Experience

- Some college with classes focused on culinary or equivalent experience required.
- Previous restaurant experience of at least two years.

- Previous banquet management experience.
- Previous catering experience.
- Work with clients and vendors and develop relationships.
- Knowledge of wine and alcohol gained from working in a restaurant or bar.
- Must be able to take reservations for the restaurant.
- Must be able to work flexible hours during nights and weekends.
- Some experience managing staff.

Personal Attributes and Competencies

- Strong verbal and written communication skills and the ability to interact effectively with employees, patrons and staff.
- Excellent time management and organizational skills and an ability to meet deadlines in a fast-paced environment.
- The ability to think quickly, work in a stressful circumstance and stay calm in crisis.
- Ability to focus intently on the task at hand with the utmost attention to detail and an intense commitment to accuracy.
- Strong organizational skills.
- Sound decision making skills.
- Strong leadership and motivating skills including strong relationship building skills
- Interest in the arts and/or classical music a plus.

Reports to: Catering Manager

Works closely with: Executive Chef