



## Be in Control as a Catering Manager

The hospitality industry is a fast-growing industry that acts as a major service sector in the world economy. The hospitality industry includes entertainment places like clubs and bars. Fast food restaurants also form a major part of the hospitality industry. Another major group in the hospitality industry includes tourism. Thus the hospitality industry is generating maximum employment opportunities. The employment opportunities are basically in three groups: management, servers, and kitchen workers.

Catering manager jobs include managing restaurants, bars, resorts, providing catering for events or in organizations like schools, hospitals, etc.

Catering manager jobs typically include the following:

- Planning and organizing catering services for organizations.
- Preparing menus in consultation with chefs.
- Recruiting staff.
- Taking responsibility for proper training of the staff.
- Keeping an eye on the quality of products and services provided.
- Budgeting the catering services.
- Interacting with potential customers.
- Keeping required records related to finance and administration.
- Managing the staff and their payroll.
- Ensuring there is enough stock at all times.
- Ordering for stock or any necessary items when required.
- Dealing with issues related to staff or clients and resolving them.
- Keeping up to date with changes for improving the catering service.
- Keeping track of event bookings and allocating products and services accordingly.
- Ensuring that laws and safety and health regulations are strictly followed.
- Keeping track of changing trends and developments taking place in the hospitality industry like changing tastes, menus, and the changing ways in which events are handled.

Anyone applying for catering manager jobs must have the following:

- Excellent communication skills.
- Good interpersonal skills.
- IT literacy.
- Ability to work at administrative level.
- Strong organizational skills.
- Willingness to work at odd hours.
- Analytical and financial skills.
- Leadership qualities.
- Desire to get the best out of the staff and motivating the staff to give their best.
- Understanding of customer needs and demands.
- Ability to work under stressful situations.
- Knowledge of how food is prepared.
- Creativity for introducing new ideas whenever required.

For catering manager jobs a person needs a degree or diploma in any of the following: culinary management, hospitality management, food science and technology, tourism, home economics, nutrition, or business studies. A person with work experience in the same field is always preferred. In addition, the person must be computer savvy.

Initially, catering manager jobs include training and working in several different roles in order to gain experience. Training is generally provided in financial management, customer care, sales, marketing, and human resource management.

The salary in catering manager jobs varies depending upon the responsibilities. A person having more responsibilities and working at odd hours will get more salary as compared to one who is working at regular hours with fewer responsibilities.



**Food Services Job Feature**

Promotions may be given to those who work satisfactorily, best and motivate the staff to perform well.  
have good interpersonal skills, and have the ability to give the

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