Position Title: Catering Business Clerk
Personnel Code: Clerical Staff
Dept No: 102000
Department: Business Office
Status: Non-Exempt
Supervisor: CFO

Mission Statement:
The Jewish Community Center of Greater Columbus is a human service agency offering a varied
program that is Jewish in nature. It is committed to enhancing the quality of individual and family life
through the promotion of physical, intellectual and spiritual wellness. It provides educational and
cultural programs that reflect the Jewish heritage, health related activities and many services to the
community at large. Through its wide array of programs, the JCC pursues its mission of strengthening
the individual, family and community.

Vision Statement:
The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC
provides comfortable and inviting environments in which the community can thrive.

Agency Expectations:
• To support the mission of the JCC.
• To insure the highest quality of programs and services and possess a working knowledge
  of agency programs and services.
• To represent the agency and provide the highest quality of customer service to the
  individuals and groups with whom you come into contact.
• To welcome, thank and engage JCC members and guests on a daily basis.
• To treat fellow staff with respect.
• To adhere to all policies and practices provided in the employee handbook.
• To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Working with the Catering and Rentals Manager, Catering Assistant Manager,
Executive Chef, and JCC programming staff, improve the facilitation of the JCC catering and rentals
business through streamlined business functions. Expand technological presence and sophistication of
online ordering and software management to enhance internal processes.

Qualifications:
1. Knowledge and Education: Associates Degree with two years of relevant experience required.
   BA/BS preferred.
2. Experience: Minimum Required or Preferred: Minimum 2 years’ experience in event
   planning and catering with at least 1 year in a supervisory role in the hospitality industry.
3. Special Skills: Outstanding customer services skills; highly organized with ability to focus on
   details; strong communication skills; available some nights and weekends; basic budgetary
   knowledge, and proficient with Microsoft Office software (knowledgeable in Excel and Word).
   Work well with others from diverse backgrounds. Familiar with catering software (Caterese,
   Zuppler) a plus. Food preparation training and experience preferred but not required.
4. Physical Abilities: Able to sit and stand for long periods.
Duties and Responsibilities:
Office Assistant
Working collaboratively with Catering Manager and Assistant Catering Manager:
• Maintain office files;
• Responsible for Kitchen purchasing and supplies in coordination with Chef and Catering Manager;
  o Prepare purchase orders and invoices
  o Assist with ordering, inventory, and maintaining logs;

Catering
• Utilize CaterEase Software to manage all events and to ensure proper billing and collection from customers;
• Attend weekly Food Service department meetings;
• Monthly Billing
  o Coordinate Temple Israel billing;
  o Collect, process & record payments for catering events in both CaterEase and CRM system;
  o Run event query, join CRM statement and CaterEase invoice in order to send to customers;
• Responsible for Agency’s food bills & allocations
  o Collect vendor invoices and create purchase orders in Microix;
  o Enter event food costs into spreadsheet and allocate food expenses out to appropriate departments;
• In-house Food Orders
  • Lifecare and Daycare Programs (camp, preschool, J Club)
    o Collect, report, and allocate Lifecare data
    o Collect, report, and allocate Ohio Child Food Program Data (camp, J Club, daycare);

Systems
• Create a system of operational protocols for expanding Catering and Rental business.
  o Event opening/closing procedures
  o Inventory management procedures
  o Large equipment maintenance and review process
  o In and out of house ordering procedures
• Create price list for internal/external ordering needs
• Understanding of software platforms CaterEase and Zuppler for updates, internal facilitation, and online maintenance;
• All other duties as assigned.

Acknowledgement:

___________________________________________________________
Employee’s Name Printed

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Employee’s Signature Date of Signature