

# Chi Omega Foundation

## Catering Manager

The Chi Omega Foundation is seeking qualified applicants for the part-time Catering Manager position.

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee and supports the meetings and events at the facility. The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to Sisters of all ages with support of scholarships, grants and educational opportunities, and maintaining the Executive Headquarters.

### **Reporting to the Facilities and Operations Manager, the Catering Manager is responsible for:**

- providing superior customer service to all internal and external customers of the Foundation,
- preparing for group events taking place at the Executive Headquarters in coordination with the Facilities and Operations Manager, and
- coordinating food orders for group events and supplying breakfast items, snacks and other groceries.

She accomplishes the above through close coordination with a) all internal and external customers of the Foundation, b) Facilities and Operations Manager, c) the Executive Vice President, d) Board of Trustees, and e) the Fraternity such as the Executive Director, Governing Council and staff.

**Education:** College degree preferred.

**Prior Experience/Skills:** Excellent verbal and written communication skills as well as word processing, spreadsheet software, and smart phone technology. Proven ability in making independent decisions. Able to manage, prioritize and execute multiple projects. Chi Omega membership preferred. Experience in event planning preferred.

This position is non-exempt; salary is commensurate with experience and qualifications. Applications accepted until the position is filled.

Qualified and interested applicants should send a resume and cover letter, and references to:

Sally Stephens Kimball

Executive Vice President

Chi Omega Foundation

3395 Players Club Parkway

Memphis, TN 38125

Fax: 901-748-8655

Email: [foundationjobs@chiomega.com](mailto:foundationjobs@chiomega.com)