

# Prep and Catering Coordinator

The Prep and Catering Coordinator's role is to ensure Chick-fil-A procedures and standards are upheld in the Prep area and to support the Catering Coordinator with ensuring excellent execution of the Kitchen side of catering.

## Key Responsibilities:

### Prep:

- Holding accountability and oversight of the Prep Team.
- Overseeing produce order, ensuring that all necessary produce for operations comes into the restaurant while being a good steward of the Food Cost budget and supporting the Kitchen Director in achieving our Food Cost goals.
- Maintaining an Elite Food Safety environment in the prep area.
- Ensuring that prepped foods meets all Chick-fil-A Food Quality standards.
- Keeping record of all produce credits on our credit tracker in order to achieve our Food Cost goals.
- A general support of the Kitchen Director in upholding all BOH systems and processes and in kitchen operations.

### Catering:

- Supporting the Catering Coordinator in successful execution of catering orders from Kitchen.
- Ensuring all food is dropped and prepared on time when in operations, and following up with Team Leads when necessary for catering purposes.
- Creating plans for large catering orders (bringing in people early or additional team members when necessary) to support the Catering Coordinator.

## Success Factors:

- Positive Food Cost Gap of <0.65%
- Food Safety Score of 1
- Prep area well maintained
- Kitchen catering plans executed at a high level
- Clear and cascading communication for all caterings