



Position: Warehouse Operations Manager

Department: Kitchen Operations

Who We Are: Gourmet Galley Catering is a full service, custom caterer with over 20 years of experience. We are certified green and have been featured in Martha Stewart Weddings, The Knot, and Carats and Cake. In addition to our catering division, we operate 2 retail stores in North Stonington and Niantic. We offer prepared foods that are ready to heat and serve as well as local products, foodie retail items and made to order lunch to enjoy overlooking the Niantic Bay! Now you can enjoy our delicious food in our restaurant or in the comfort of your own home!

What We Need: We are looking for a motivated individual for a full time management level supervisory position affecting all dimensions of Gourmet Galley Catering operations and logistics.

Responsibilities:

- Loading and unloading Gourmet Galley Catering vehicles
- Dispatch and coordination of Gourmet Galley Catering vehicles for events and deliveries
- Maintenance of all Gourmet Galley Catering cooking equipment
- Oversees building maintenance
- Fleet and systems maintenance
- Maintenance of Gourmet Galley Catering "Yard" to include trash disposal, snow removal, general tidiness, etc.
- Vehicle return including alcohol and mixer inventory restocking
- Controls complete inventory and restocking of all alcohol, mixers and wines
- Assists the Executive Chef in daytime warehouse and truck loading and dispatching for events

Requirements and Skills:

- Team player, self starter and fast learner with a can-do attitude
- Strong attention to detail and organizational skills
- Excellent verbal and written communication skills
- Previous experience in catering preferred
- Valid driver's license required
- Use of and access to a personal cell phone required
- Ability to lift at least 50 pounds
- Previous inventory control experience preferred
- Previous experience in logistics, including loading in and loading out
- Weekend availability is essential
- Supervisory experience preferred
- Dispatch and logistics experience a definite plus

Compensation: Full Time, Hourly or Salary \$52-65k

Please send resume to work@gourmet-galley.com