

Catering Manager

Job ID
38935

Captains Oven Pizza

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LOCATION	DATE POSTED	EXPIRY DATE	
9639 – 137 A Street, Surrey, BC British Columbia	23-01-2026	22-07-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.08 per hour	3 years to less than 5 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Captains Oven Pizza Inc. is seeking a high-level Catering Manager to plan, organize, and evaluate our expanding catering operations in Surrey. This role requires a decisive leader to direct and control all aspects of large-scale service delivery, from financial oversight to human resources management, ensuring our brand maintains its reputation for excellence as we scale.

Core Duties and Responsibilities:

- Plan, organize, and direct the daily workflow of the catering department to ensure all high-volume pizza orders are produced and dispatched with maximum efficiency.
- Determine the types of catering services to be offered (e.g., school programs, corporate accounts) and implement standardized operational procedures to streamline the kitchen-to-delivery pipeline.
- Recruit specialized kitchen and delivery personnel and oversee intensive staff training programs focused on high-speed prep and temperature-controlled packaging protocols.
- Set complex work schedules to accommodate fluctuating catering demands and monitor staff performance to ensure KPIs for timing and quality are consistently met.
- Control department inventory levels, monitor catering revenues, and modify operational procedures or pricing structures to protect profit margins and minimize food waste.
- Negotiate service arrangements and long-term contracts with corporate clients, school boards, and private event organizers to secure recurring business.
- Negotiate with specialized food and packaging suppliers to secure bulk pricing and ensure a steady supply of high-quality raw materials.
- Resolve escalated customer complaints with professional authority and ensure that all catering activities strictly follow provincial health and safety regulations.
- Evaluate and audit the final output of every catering order to ensure it meets our aesthetic standards and "oven-to-door" quality benchmarks.

Job Description

Requirements:

- 3+ years of supervisory experience in food service or catering industry is required. Cooking experience is an asset.
- Completion of a community college program or similar in food service administration, hotel and restaurant management.
- Strong interpersonal & leadership skills.
- Ability to work on a flexible schedule (mornings, afternoons, late-night closings, and/or weekends).

Remuneration:

- \$37.08 per hour
- 35 hours per week

Apply to: captainsovenpizza@gmail.com

Address: 9639 – 137 A Street, Surrey, BC, V3V 0C6, Canada

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