

Job Summary

Company: Herrick, Feinstein LLP

Location: New York, NY 10016

Industries: Legal Services

Job Type: Employee - Full Time

Career Level: Experienced (Non-Manager)

Salary: Commensurate with experience.

Food Services Supervisor

About the Job

Herrick, Feinstein LLP, a mid-sized Manhattan based law firm with offices in Newark and Princeton, New Jersey, seeks a ***Food Services Supervisor*** to join our Food Services Department in our New York Office. The Food Services Supervisor will report to the Facilities Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise, coordinate and perform day to day departmental responsibilities, including overall cleanliness of conference rooms, food services areas and additional areas throughout the firm.
2. Coordinate conference room requirements with Reception staff, the Events department and other members of the firm for meetings and in-house events.
3. Coordinate, monitor, and perform conference room set-ups, food ordering, and clean-up.
4. Supervise Food Services staff (currently consisting of 4).
5. Maintain good relationships with vendors.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Candidate must be service oriented and possess strong communication skills.
2. Must have previous supervisory experience, good organizational and follow-up skills.
3. Computer skills are required for account maintenance and on-line ordering system.
4. Law firm experience preferred.

Please include a cover letter with your resume and send it to Patricia Ruggiero at pruggiero@herrick.com.