



## Catering Manager

### **Mission, Vision, and Values**

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

### **Organizational Background**

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

### **Position Summary**

The Catering Manager serves as the primary lead for TNFP's catering social enterprise, driving earned revenue growth, strengthening community partnerships, and delivering high-quality, mission-aligned food experiences. In partnership with the Chief Culinary Officer (CCO), this role oversees all catering operations, supervises the Catering Coordinator, and ensures that every catering engagement reflects TNFP's core values of hospitality, stewardship, and justice. The Catering Manager maintains an active, hands-on presence in catering production, directly supporting menu execution, food preparation, quality control, and event service alongside the Catering Coordinator. This position also provides coordination and operational support for on-site facility rentals in collaboration with the Operations Manager, ensuring appropriate staffing, seamless event execution, and an exceptional guest experience for all clients and guests. Reporting to the CCO, the Catering Manager works cross-functionally with the Meals, Development, and Operations teams to align earned revenue strategies with TNFP's mission, organizational values, and broader programmatic goals.

### **ESSENTIAL JOB FUNCTIONS**

- Manage TNFP's catering social enterprise aligned with organizational mission and values
- Serve as the primary point of contact for all catering inquiries, owning client relationships from initial inquiry through post-event follow-up
- Lead all catering operations, including menu planning, ordering, hands-on food production, production coordination, and event execution
- Lead and work catering events, including hands-on food production, setup, and service, while recruiting and directing staff and volunteers as needed

- Serve as the on-site lead or designate coverage for events, ensuring operational readiness and issue resolution
- Collaborate with the Director of Meals and Meals Manager on procedures to minimize waste through careful use of ingredients in regards to the catering program
- Collaborate with the CCO to establish and maintain high standards for catered meals
- Provide marketing support for catering offerings, including writing articles/blogs, providing photos and content for social media and TNFP newsletters
- Maintain accurate records of all catering activity, including inquiries, bookings, and finances

### **REQUIRED QUALIFICATIONS**

- Culinary degree and/or a minimum 2 years relevant experience, including professional kitchen experience and/or culinary training, facility management or work in cafeteria
- Demonstrated experience in managing or growing a program, service line, or revenue stream
- ServSafe certified or willing to become certified upon hire

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Valid driver's license and safe driving record
- Ability to consistently lift and move up to 50 pounds and ability to navigate stairs
- Well-organized with attention to detail, record keeping and time management skills
- Ability to establish and maintain positive working relationships with diverse communities including nonprofits, volunteers and the general public
- Well organized with attention to detail, record keeping and time management skills
- Ability to work independently as well as part of a team
- Ability to manage multiple tasks and work in a fast-paced environment

### **CLASSIFICATION**

This is a full-time, exempt salaried position at 40 hours/week. Occasional weekend and evening hours may be required. This grade of this position in the TNFP Compensation Policy is 36E.

### **COMPENSATION & BENEFITS**

Starting annual salary is \$52,000-\$55,500 commensurate with experience. TNFP offers a benefits package for full-time employees including:

- 75% employer paid health insurance for employees, voluntary dental and vision insurance
- 25% employer paid health insurance for dependents, voluntary dental and vision insurance
- Employer paid term-life and AD&D insurance, and long-term disability insurance
- Cell phone stipend
- 15 paid holidays
- Generous Paid Time Off (PTO) program
- Parental leave
- Ongoing training and professional development opportunities
- Flexible work environment (i.e., remote and/or hybrid), including hours and location

To apply, please send a resume and cover letter outlining your interest in our work and mission to [info@thenashvillefoodproject.org](mailto:info@thenashvillefoodproject.org) by **May 22, 2026**.

*In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.*