

**Catering Sales Assistant (4723C), Berkeley Dining -
79435**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260887>

Downloaded On: Aug. 7, 2025 8:43pm

Posted Aug. 7, 2025, set to expire Jun. 30, 2026

Job Title	Catering Sales Assistant (4723C), Berkeley Dining - 79435
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Dining Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training, early childhood education meal production, and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

Position Summary

Under the supervision of the Director of Catering and the general direction of the Senior Sales & Events Coordinators, this position provides critical administrative support to Berkeley Catering. This incumbent will facilitate efficient intake of client requests, ensure timely communication regarding events and client requests/details, & support billing and financial reconciliation processes.

The incumbent will work closely with our Senior Sales & Events Coordinators, Central Dining Administrative Assistants, and BizOps department to ensure timely and accurate payment processing and effective coordination for event execution.

Application Review Date

The First Review Date for this job is: 07/15/2025. For full consideration, please apply on or before the First Review Date.

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Responsibilities

Catering & Event Administrative Support

- Assist Events Specialist 3 with managing sales and promotional activities for new and repeat clients.

Assist with the planning and oversight of catering and meeting space activities at various venues on and off campus, as well as all departmental functions including catering activity for the Residential and Student Service Program (RSSP) functions year round in the Residential and Student Service Building (RSSB).

- Coordinate less complex client/event requests such as boxed lunches.
- Assist Events Specialist 3 in ensuring smooth-running, effective events, including but not limited to successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion, and political acumen.

Attend events as required to provide support to Senior Sales Coordinators, which may include:

- Meet with clients to determine and analyze event requirements and conduct tours and site inspections.
- Prepare detailed specifications for the catering and meeting arrangements, which may require driving a University vehicle to the event.
- Direct departmental managers on event requirements.
- Participate in weekly catering sales meetings.
- Schedule may vary based on event needs.

Support events, which includes but is not limited to food/beverage transportation across campus, private residences. To support this duty the incumbent will be required to drive a University vehicle.

- Incumbent may be the Vehicle key, or gas card custodian which may result in direct responsibility in refueling and/or maintaining the vehicle. Regardless of Dining location, the incumbent may be responsible for supporting other Drivers with the maintenance of university-owned vehicles due to employees' time constraints and/or unit and departmental operational needs.

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Fiscal Reconciliation

- Review and approve various financial statements (e.g. customer invoices, billing reports, etc.) and correspondence.
- Assist with accurate timely accounts, including: account set-up, recharge for campus services, recording RSSP services, etc.
- Review billing reports, audit received conference revenue, and follow up on past due accounts.
- Work closely with our BusOps team to ensure timely and accurate billing.
- Follow-up with clients for payment issues and problem-solve discrepancies that may come up in software.

Professional development and other duties as assigned.

Required Qualifications

- Strong organizational skills, including the ability to effectively coordinate and organize multiple catering event details.
- Strong and effective verbal and written communication skills.
- Demonstrated ability to provide excellent customer service, with the ability to handle sensitive or complex client needs.
- Thorough knowledge of and/or can quickly learn the campus, Berkeley Dining, and the vision, mission, values, RSSP, university and department policies, department's achievements and infrastructure.
- Ability to problem-solve efficiently, manage multiple tasks and priorities, and handle frequent interruptions.
- Intermediate computer skills including Google Suite, Excel, and creating reports.
- Attention to detail and accuracy.
- Prior experience with financial reconciliation.
- Basic accounting knowledge.
- Experience with sales and events.
- Ability to work evenings and/or weekends for on-site event support, as needed.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of catering software.

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

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- This position is eligible for a hybrid schedule. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

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[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

jeid-009bd37a73210b43abdb56267ffc3489

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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