Catering Attendant

**HOURS/WEEK**
40

**SALARY**
$16 - $DOE

**WORKDAYS**
Monday-Friday

**SHIFT/HOURS**
Varies

**REQUIRED FOR POSITION**
Fingerprints, Background Check

**REQUIRED EDUCATION**
High School Diploma/GED

**JOB DESCRIPTION**

**POSITION SUMMARY:**

The Executive Catering Attendant for Bon Appétit Management Company prepares and serves food at scheduled functions under the supervision of the catering manager. This position is primarily responsible for set up, service, break down and clean up of multiple functions or areas on campus.

**MAJOR DUTIES/FUNCTIONS/TASKS:**

* Assembles & delivers all food & supplies for catered functions to the scheduled locations.
* Represents company in a courteous, efficient, and friendly manner is all customer and employee interactions.
* Set buffet tables as well as food, beverage and service items according to pre established Great Expectations Catering standards.
* Ensures that all necessary food items have identifiers or menus, displayed in a clean and consistent manner.
* Greets customers courteously, and interacts with customers in a manner to ensure customer satisfaction.
* Interact with customers and resolves customer complaints in a friendly and service oriented manner.
* Serves customer food and beverage orders quickly, in proper portions, in a courteous demeanor.
* Demonstrates a complete understanding of menu items and explains same to customers accurately.
* Relays relevant comments from customers directly to supervisors.
* Consistently exhibits the ability to keep up with catering delivery schedules and does so calmly, accurately and efficiently.
* Cleans and packs unused food dishes, utensils and equipment for removal to appropriate locations, handles trash and waste properly per unit standards.
* Keeps all catering equipment clean and organized.

*** Note: Job duties are subject to change as needed ***

**3 TO 5 KEY SKILL SETS REQUIRED**

**FOOD AND SAFETY RESPONSIBILITIES:**

~ Responsible for ensuring proper presentation, portion control, and maintenance of proper serving temperatures – follows HACCP standards
~ Maintains sanitation & orderliness of all equipment, supplies & utensils within work area
~ Handles foods items appropriately during preparation
~ Cleans workstation thoroughly before leaving the area for other assignments

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Ability to interact with diverse & high volume customer base in friendly & efficient manner.
* Ability to use the time clock system properly, and record worked hours for processing.
* Ability to work at times with minimal supervision, and accomplish tasks without directs instruction, and at times problem solve for the best solution.
* Ability to answer basic questions regarding unit operations and direct other questions to appropriate parties.
* Posses the ability to meet Bon Appétit/Google unit specific uniform standards for this position.
* Utilize all Personal Protective Equipment’s per Bon Appétit/Google guidelines.
* Wear a cut resistance glove whenever using a sharp or potentially sharp tool or instrument