EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter</td>
<td>17451</td>
<td>12/16/2019</td>
<td>Sunnyvale</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 40</td>
<td>$15.50 - $DOE</td>
<td>Monday - Friday</td>
<td>Varies</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Screen, Background Check</td>
<td>None</td>
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</tbody>
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JOB DESCRIPTION

Job Purpose:
Responsibilities to include but not limited to facilitate all in house catering as well as maintaining breakrooms and food service areas including stocking of consumables.
A valid California Food Handlers Card is required.

Duties:
- Report to Lead on a daily basis
- Maintain safety standards by inspecting facility throughout the day looking for potential hazards
- Able to establish a routine and execute on a daily basis without specific direction necessarily being provided
- Responsible for upkeep of common areas (eg. break room, dining rooms, conference rooms)
- Responsible for stocking of consumables (eg. plates, forks, knives, spoons and napkins)
- Assist and direct in receiving vendor catering orders and deliveries.
- Understand and practice HACCP, safe chemical handling, food safety, and sanitation
- Maintain clean work area, utensils, equipment, and company vehicles
- Safe operation of equipment
- Maintain Cosmopolitan Catering’s Dress Code and Grooming Policies
- May be exposed to various temperature changes and work environments, including possible small spaces/use of elevators. Work includes walking, standing, lifting and carrying of product weighing up to 50 pounds, and the safe operation of all equipment, along with frequent interaction with customers, associates, and vendors

3 TO 5 KEY SKILL SETS REQUIRED

Skills/Qualifications:
- Proficient communication skills—both verbal and written
- Excellent organization and time management skills
- Strong attention to detail
- Must be a team player with the ability to multi task
- Maintain a positive attitude and greet guests,
- Maintain a professional image at all times through appearance
- Must be adaptable and flexible
- Ability to work with little or no supervision
- Ability to communicate using the English language