Catering Position

**Summary:** Coordinates catering staff schedules to ensure all functions are delivered, served and cleared in a timely fashion. Prepares and serves food at scheduled functions under the supervision of the Catering Director. May drive a truck to deliver food and beverages to catered functions.

**Essential Duties and Responsibilities:**

- Determines workload requirements from catering orders.
- Meets with function group leaders to discuss setup arrangements; addresses last-minute changes and resolves problems.
- Interacts with customers and resolves complaints in a service-oriented manner.
- Demonstrates complete understanding of menu items.
- Instructs staff on work expectations for catered functions.
- Helps staff set up rooms to desired specifications.
- Assembles and delivers food and supplies to scheduled locations.
- Serves food and beverages to guests.
- Returns food, beverages, serving equipment and utensils to catering facility.
- Ensures proper presentation, portion control and maintenance of serving temperatures; follows HACCP standards.
- Maintains sanitation and orderliness of all equipment, supplies and utensils.
- Ensures proper food preparation by following approved recipes and production standards.
- Performs other duties as assigned.

**Qualifications**

- A valid driver’s license may be required. Must possess or able to obtain a valid food handler’s permit and/or alcohol servers permit where required by state law.

Please contact Amanda Dennis Directly for more information.

**Amanda Dennis | Director of Dining Services | m. 208-750-8267 | ChartwellsHigherEd.com**

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