

Catering & Event Center

Catering company is seeking to hire one or two part-time catering chefs (or experienced cooks for large events) to start for the 2019 event season.

The majority of our events are held on Friday & Saturday evenings, with occasional events during the week.

Responsibilities include:

- Manage kitchen and food orders
- Schedule necessary kitchen staff
- Ordering weekly food supplies
- Maintain sanitation and safety standards in the kitchen area
- Working with kitchen staff on prep work and food presentation for tastings & events
- Food prep & cooking for all catering events, on and off premise

Requirements:

- Ability to follow our current menu recipes
- Hands on experience with planning menus and ordering food supplies
- Familiarity with kitchen sanitation and safety (ServSafe Certificate)
- Flexibility to work all scheduled events, including Friday & Saturday



Seeking to hire a few individuals in the part-time role of Event Set – Up & Host for the 2019 event season.

Majority of all events are held on Friday/Saturday evenings. Candidates should be able to work Tuesdays, Fridays & Saturdays, or as needed for events.

Responsibilities include:

- Cleaning of event space, including sweeping, shining floors, bathrooms, mirrors, windows, running vacuum, etc.
- Set up and break down of event space prior to and after event, ensuring set up is according to Event Order. Ability to lift and move up to 50 lbs.
- Attend to guests and special requests promptly and with a helpful attitude.
- Ensure the event space and public areas are kept presentable during the event.
- Cleaning and bussing tables during the events.
- Making and keeping beverage stations fresh and refilled during the event.
- Assisting in the kitchen when needed, including running dish tank.
- Other duties when needed.

All interested and qualified candidates should submit their resumes and references to:

cateringcooks@outlook.com