

JOB DESCRIPTION



Job Title: Senior Catering Team Member
Department: Catering
Company: Crossroads Market
Reports To: Catering Manager
Status: Part-Time, Non-Exempt
Direct Reports: 0

Summary

Under general supervision, this position will serve food and beverages in a professional manner. This position will also be responsible for meeting with customers to include providing quotes for service, invoicing, handling payment and contracts. Catering sales will also be a focus of this role. This position often operates in a restaurant / banquet hall setting. This position is very active and requires standing, walking, bending, kneeling, stooping, and crouching.

Job Requirements

- Have above average knowledge of food and beverage preparation.
- Serve beverage and food items.
- Interact with guests in a friendly but efficient and timely manner.
- Maintain specific side-work and ensure the total cleanliness and smooth operation of the catered event.
- Clear and reset tables in a timely and efficient manner.
- Strive to exceed guest expectations.
- Utilizes Catering Job workbook to manage each catering job: Quote, Costing, Invoicing, Payment, and Contracts.
- Must work with deli, bakery, and any other department to achieve store and catering goals.
- Collaborate with Deli and Bakery departments for shared labor, jobs, and department needs of each.
- Participates in developing and executing store annual objectives, goals, and initiatives.
- Embraces and supports the FLASH Family of Companies' mission and performs safe practices in the workplace.
- Any and all other duties as assigned.

MINIMUM QUALIFICATIONS

- 18 years of age or older
- Experience in catering, food preparation, and/or restaurant back of house operations.
- Proficient in Microsoft Office Suites (Word, Excel, Outlook) or other computer software.
- Comfortable working in a fast-paced environment.
- Attention to detail and problem-solving skills.
- Ability to improve processes for department efficiency.
- Excellent communication and organization skills; ability to prioritize workload, handle multiple tasks, meet deadlines and work self-directed with a sense of urgency.
- Takes a customer focused approach to the needs of employees, customers and clients.

PHYSICAL REQUIREMENTS

Typical kitchen setting. Exerting up to 50 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job is very active and requires standing, walking, bending, kneeling, stooping, and crouching. Job will include repetitive

movements, repetitive use of computer/office equipment and usage of hands to handle, control, or feel objects or tools.

EEO STATEMENT

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

Employee Name – please print

Employee Signature

Date