

## POSITION SUMMARY

TITLE: CATERER

FLSA STATUS: EXEMPT

DEPARTMENT: CATERING

NON-EXEMPT

### PRIMARY FUNCTION

Under general supervision, perform basic routine tasks and procedures in order to provide our customers with quality products, good service and clean surroundings, in accordance to Bill Miller Bar-B-Q standards.

---

---

REPORTS TO: DIRECTOR OF CATERING, ASSISTANT DIRECTOR OF CATERING, CATERING OFFICE MANAGER AND LEAD CATERER

ABILITIES: Exercise considerable judgment and initiative, organize work to maintain a smooth work flow. Be cooperative, courteous, friendly, tactful, polite and respectful to the general public, co-workers and management staff. Follow both written and verbal directive and assignments; work throughout different areas as assigned. Learn and understand the accurate use equipment supplies, etc. Recognize emergency situations and summon help.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, including, but not limited to: walking, sitting, crouching, stooping, kneeling, squatting, crawling, twisting, stretching, pushing, pulling, manual and finger dexterity and eye-hand coordination. Requires standing and walking. Occasionally lifts items weighing up to fifty (50) lbs. Requires corrected vision and hearing to normal range. Requires working under stressful conditions and occasionally extended hours.

TYPICAL WORKING CONDITIONS: While performing duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to extreme heat. The employee occasionally works in outside weather conditions.

REVIEWED BY: STACIE HUSER, DIRECTOR OF PERSONNEL

DATE: 9/29/2015

### PERFORMANCE RESPONSIBILITIES ESSENTIAL FUNCTIONS

- Receive assignment and instructions.
- Load and unload trucks, skirt tables, set up and break down serving lines.
- Greet customers and assist with requests as much as possible.
- Make efficiently and correctly sandwiches and plates.
- Completes all other duties as directed.
- Fill tea urns (approximately 30 lbs).
- Alert supervisor to problems and needs concerning equipment, food supplies, unsafe conditions and/or safety violations.
- Follow all safety and company policies
- Keep work area clean at all times.
- Comply with sanitation standards of the Food Service Industry.
- Attends all required meetings as scheduled.