



Catering Specialist Job Description

The Catering Specialist is an hourly position.

In the morning, the Catering Specialist's main focus is all the functions that are related to ensuring a successful day of production including food prep, food presentation and food delivery for assigned customers. When deliveries and catering assembly are finished for the day, the Catering Specialist is also responsible for other responsibilities within the production kitchen.

Responsible for working with managers and catering call center to ensure all catering customers receive great food and service

The Catering Specialist makes connections with nationally recognized clients and guests to ensure a positive catering experience

Follows recipes and procedures to ensure product is prepared and maintained to specifications of Mouth Jarring experience

Performs duties including cleaning kitchen equipment, organizing supplies, sanitizing workstations, and other food production duties

Cleans and maintains catering bags and containers

Interacts and communicates with the customers confidently and authentically; describes menu items/specials clearly and accurately, listens and responds to the customer and answers any questions

Utilizes the ordering system accurately and efficiently

Delivers items to the customer within the expected time limits

Assists co-workers with various areas of guest service when needed

Sets up, maintains and organizes full service catering events such as luncheons, corporate events, sports events, and more!

Uses knives, measuring ladles, scoops, scales, can opener, or other tools and utensils

Follows safety procedures and standards when operating all equipment



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Follows health department standards for food handling, general cleanliness, and maintenance of work area; Maintains proper food storage temperatures and rotation using FIFO Method

When orders are delivered, we are not merely dropping off food but transferring our products throughout the community in order to be successful with this, the Catering Specialist must be friendly, polite, accommodating to needs of customers and to be on time.

Qualifications

- Hours: Monday - Friday 9 am – 3:00 pm (Occasional Saturday)
- ServSafe Certification required or must be obtained within four months of employment
- Excellent communications and guest service skills
- High School diploma or equivalent preferred
- Must have a valid driver's license and insurance.
- Performs duties that require bending, lifting, reaching and turning
- Transports items and containers (weighing up to 40 lbs.)
- Is able to stand up to 8 hours or longer if needed

Pay Rate

starting at \$15.00 plus \$10.00/delivery