



## **Event Server**

### **Company Information**

We are a growing full service catering company seeking on-staff Event Servers to apply and be trained for the upcoming season. As a boutique catering company we offer completely customized events for our clients and the highest level of service standards. As a chef driven company, we love to create delicious food and memorable events! As our Event Captain, you will work with both internal and external clients both in our facility and at events, producing amazing events as part of a TEAM. We are a professional organization that values excellence, integrity, quality, hospitality and balance. We are also a smoke-free company.

### **Job Position Description**

Part-time position, hours vary week to week based on events, seasonal.

Event servers are responsible for reporting to either events or the commissary to work events. You will work events ranging from passed hors d'oeuvres, to food stations, to plated gala dinners. You may work social events, corporate events or weddings, at indoor and outdoor venues. Event service staff will be expected to work as part of a team, with a positive attitude, understand that your role is vital to the importance of a successful event. We need service staff who will make our delicious food shine with impeccable service. This position reports to the event captain directly onsite and operations team when required.

### **Duties and Responsibilities**

- Serve events ranging from passing, clearing, plated service, fine dining.
- Setup and breakdown of events, including possibly reporting to commissary prior to check out equipment, supplies, beverages, decor, etc.
- Setup and breakdown will include unload and reloading trucks, checking inventory, cleaning, etc.
- Be courteous, friendly and hospitable toward event guests and co-workers
- Attend pre-event meetings held at the commissary if required for larger events
- Open bottled wine for guests
- Bus and set tables, as needed
- Setup and breakdown of food buffets and unique stations

- Communicate guest, client and staff feedback to event captain in a concise and timely manner
- Anticipate guest and host needs, respond promptly and acknowledge all guests in a friendly manner
- Ensure compliance of safety standards and company policies and procedures
- Maintain and exemplify high level service standards and requirements for events
- complete all setup work and breakdown work, as supervised by the captain prior to departure
- Communicate event changes and modification efficiently to Event Captain as they arise throughout events
- Identify situations that compromise the company's reputation and brand image
- Maintain clean appearance, groomed and clean and pressed uniform
- Ensure replenishment of items as specified on stations, passing trays, buffets, etc. as requested and/or needed
- Perform final site inspection with event captain to make sure that closing duties have been completed and that site is left clean
- Monitor and handle all guest complaints through acknowledgment and pacification. Elevate any serious problem or guest complaint to event captain right away to mitigate consequences
- Perform other duties as assigned

### Requirements

- High School Graduate or Equivalent
- Minimum 2 years experience in restaurant service, etc., experience in banquets a plus.
- Nights and weekends required
- Non Smoker

### Essential Qualifications

- **Strong customer service skills** - an individual that understands what it means to go above and beyond to make a guest happy.
- **Attention to detail** - it's often the minor details that go overlooked. Those are the details that can take an event from good to extraordinary. We are looking for someone who understand the importance of those details and takes a proactive approach to ensure those details are attended to.
- **Speaking skills** - as the main contact with the guests, you must be able to speak with the guests/hosts with confidence about the food products you are presenting. You must be a PEOPLE PERSON!
- **Stamina** - As event server, shifts will often be long and tiring. You should be able to work long hours on your feet, lift heavy objects (up to 50 lbs), and be ready to do it all again the next day.

## Physical Demands

This position requires an individual that will regularly lift/push/pull up to 50 lbs. You must have the ability to work on your feet for long periods of time being very active (6-8 hours). May work events that are outdoor and exposure to heat, rain and mother nature's elements.

**For consideration,** please read and understand all responsibilities, skills and job requirements set forth above. If you feel you would be a great match for this position, send us a cover letter detailing why you would be a great fit, and your current, up-to-date resume. Please no smokers, we are a smoke-free company.

Cover letter and resume may be sent to:  
[employment@tastebudscustomcatering.com](mailto:employment@tastebudscustomcatering.com)

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