



Catering Event Chef – Job Description

Event Chefs at Catering by Design are dedicated professionals who always strive to be the best at what they do. They are accountable, collaborative, invested, and innovative. They go above and beyond to execute world-class events.

A successful Event Chef has the ability to lead a team in successfully executing elevated off-site catering services. They are strong leaders, effective communicators, patient trainers, problem solvers, and polished representatives of Catering by Design. Event Chefs lead a diversely experienced on-site team to make the client's culinary vision come to life. They must have the ability to professionally interact with their catering team, vendors, venue staff, clients, and guests.

Must have Skills and Requirements:

- Consistently present and on time for scheduled events
- Thorough preparation and detailed knowledge of event requirements
- Focused and organized on food preparation and timely execution
- Always presenting a polished appearance and a confident leadership demeanor
- Physically able to work long shifts (8-10+ hours walking and standing)
- Ability to sometimes work in inclement weather and adverse conditions
- Ability to help the team move equipment (ability to lift, move, push, and pull up to 50lbs)
- Possess effective written and verbal communication, planning, and time management
- Have strong culinary knowledge and elevated catering experience
- Have a strong sense of food art and have the ability to execute elevated presentation
- The ability to be innovative, problem solve, and overcome obstacles
- Hold a valid driver's license and have the ability to safely drive catering trucks to and from the on-site event

Duties and Responsibilities:

- Manage BOH staff at events, and work as model support staff as needed
- Plan detailed staff assignments, event execution, and meeting timelines
- Provide clear direction of assignments and timeline
- Overseeing staff execution, providing support, guiding and teaching on site
- Manage a safe truck unload, direct equipment organization, and create an efficient, clean, and organized work area
- Uphold a high-level of expectations, company standards and procedures to elevate the team's effectiveness and execution of service
- Ensure proper cleanliness and sanitary practices are followed
- Ensure that all food is handled, prepared, and served in compliance with a high level of food quality and safety
- Ensure that all CBD equipment is used properly, taken care of, and returns back to the the shop
- Making sure our team takes great care of the physical venue and any used equipment, and is a respectful and courteous partner with venue staff and fellow vendors
- Execute and manage an efficient breakdown and safe load out
- Complete detailed event evaluations, and communicate staff performance concerns as needed
- Ensure accurate time punches are submitted for event staff
- Complete required responsibilities upon return to the warehouse

Catering by Design for Everyone

Each day, either directly or indirectly, we help our clients celebrate life's milestones and we revel in the creativity and uniqueness of every event. Our passion and purpose: dedication to making people happy through creativity and collaboration, is the core of who we are. To be authentic, we're committed to embracing our team and fostering an environment of creativity and individuality.

At Catering by Design, we are dedicated to operating our business in a way that everyone feels welcome, accepted, safe, included, and worthy. Everyone – regardless of age, race, gender identity, sexual orientation, religion, and disability – is respected for their individualism and we cherish our differences. After all, our differences allow us to look at things with a diverse lens and by sharing our vision, we all grow together.

