



## **Catering Event Service Staff, Bartenders, Chefs, and Decor – Job Description**

Event staff 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. A successful team member with CBD has the ability to collaborate with a team in successfully executing elevated off-site catering services. They bring positive can do energy and are polished representatives of Catering by Design. Executing a successful event is fun, challenging, and rewarding. The success of these events is not possible without the hard work, expertise, and contributions of every single team member.

### **Must have Skills and Requirements:**

- Consistently present and on time for scheduled events
- Always presenting a polished appearance and follow grooming and uniform standards
- Always present a positive team player energy and professional demeanor
- Consistently prepared with required, needed uniform and tools
- 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)
- Always a positive team player, focused on assigned tasks and guest experience

### **Duties and Responsibilities:**

- Assist in safely unloading the truck and moving equipment to event space/kitchen
- Be attentive to direction and instruction of assignments, responsibilities, and timelines from Event Manager and Event Chef
- Work efficiently, safely, and professionally to complete assigned tasks
- Handle all food and culinary equipment with food safety in mind. Follow all food safety guidelines and best practices to ensure we are in compliance, and serving high quality food that is prepared and handled correctly
- Take excellent care of all CBD equipment, do your part to ensure all of our equipment makes it back to the shop in good condition
- Take great care of the physical residence/venue, also taking excellent care of any used equipment. Leave used areas cleaner than you found it
- Always be respectful, courteous, and gracious to client hosts, venue staff, and fellow vendors
- Be perceptive to anticipate and take care of guest needs, and be mindful of client and guest perception
- Assist in a safe and efficient breakdown and load out

### **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.