



Part-Time Catering Server/Kitchen Helper Job Description

Brockport Auxiliary Service Corporation at The College at Brockport is recruiting for the following position and invites applications from interested individuals.

Job Title: Catering Server/Kitchen Helper	Reports to: Supervisor on Duty
Unit: Catering Salary Grade: \$9.25 - \$14.00	Schedule: varies

Job Summary:

The catering server is involved in the pickup, delivery, set up, service and break down of Catering Events.

Primary Tasks:

- Operates the catering truck.
- Organizes and completes event “pull sheets” and related operational tasks.
- Sets tables, carries trays, and serves according to established dining etiquette.
- Adheres to established production procedures in the performance of additional duties including, but not limited to: salad prep, plating, and beverage service.
- Assists with supervision and training of student employees.
- Controls food waste.
- Operates dishwasher and organizes small wares and dish storage.

Secondary Tasks

- Other duties as assigned by management.

Minimum Qualifications:

- High school diploma or equivalent.
- Understanding of storage, sanitation and safety procedures.
- Ability to operate appropriate equipment and demonstrate its proper operation to others.
- Ability to effectively plan and execute flow of work.
- Attention to detail in creating dining room and buffet ambience.
- Ability to demonstrate familiarity with various table service techniques.
- Demonstrated dependability, punctuality, neatness and personal hygiene.
- Demonstrated ability to work well with others.
- Possession of a valid NYS Drivers License, acceptable to BASC insurance carrier.

Physical Requirements:

- Bends, stoops, kneels, crawls, reaches, fingers, handles, walks, squats and twists.
- Stands for a minimum of two to four hours at a time throughout the day.
- Lifts a minimum of 50 pounds on a regular basis.
- Ability see, hear, taste, smell, speak and feel.

Desired (Preferred Qualifications):

- Two years banquet/ala carte/fine dining service experience.
- Food Safety Certification (Serv- Safe desired).
- Server/Bartender certification.
- Bartender/cash handling experience.
- Able to work special events and/or in other units.
- Night, weekend and evening availability.

Date Posted: 6/17/16**Posting Ends:** Applications will continue to be accepted until the position is filled.**Employment at Brockport Auxiliary Service Corporation is subject to the favorable result of a pre-employment background investigation.****Apply to:**

BASC at The College at Brockport
Human Resource Office- Brockway Hall
350 New Campus Drive
Brockport, NY 14420

Electronic submissions may be sent to:

bascjobs@brockport.edu

Attachments must be in Microsoft Word, rich text format, or PDF file.

Contact Information:

Phone: (585)-395-2752

Fax: (585)-395-2663

www.basc1.com