



# 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.

<b>Job Title: Catering Server/Kitchen Helper</b>	<b>Reports to:</b> Supervisor on Duty
<b>Unit:</b> Catering <b>Salary Grade:</b> \$9.25 - \$14.00	<b>Schedule:</b> 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](mailto: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](http://www.basc1.com)**