

Catering Assistant, Meadowbrook Meat Market - Part Time Position. (Positions)

### **Position Description**

A catering assistant works as a team, serve food for various events either at a set venue or at various locations according to their customers and business needs.

### **Essential Duties and Responsibilities of Catering Assistants**

- Transports all materials to and from the event area, following all health and safety qualifications for food and serving ware.
- Sets up buffet tables, serves all guests according to event details in a pleasant and thoughtful manor, cleaning of catering area(s), as required..
- Prepares food in an attractive and appetizing way according to the caterer's directions and serves the food with appositive and courteous demeanor.
- Addresses immediate customer concerns, questions and needs in order to provide an optimal experience.
- Breaks down serving areas.
- Cleans and sanitizes all equipment, utensils, dining ware, linens, serving ware, and work areas.
- Restocks clean equipment, utensils, and equipment to proper storage areas noting any damages and items to be replaced.

### **Required Knowledge, Skills and Abilities**

- Food handlers certification is an asset.
- Must have exceptional interpersonal skills for working with the general public.
- Must be a team player and willing to take on additional tasks to get the job done.
- Highly professional look and attitude for a very visual position.
- Familiarity with a variety of food types, menus, recipes, and general aesthetics and food presentation.
- Excellent time management skills and ability to work in high pressure situations.
- A keen eye for detail.
- A valid driver's licence.

### **Education and Experience**

- Graduate from a tourism or hospitality program would be considered an asset.

### **Work Environment**

- Must often work holidays, weekends, and evenings as most events occur during these times.
- Must be able to work standing up for long hours with few to no breaks during four to eight hour shifts.
- Conditions are often high pressure, fast paced, and demanding. Must be able to respond to rapidly changing work conditions and address immediate and future customer demands with very little notice or prompting.
- Varying schedules according to the time of year, holidays, and regional events. Should expect flexible but often unpredictable scheduling.

**To apply please contact;**

**Connie Wagstaff, Program Manager, at email: [conniew@meadowbrookmeatmarket.com](mailto:conniew@meadowbrookmeatmarket.com)**

**or by fax with resume and cover letter to 902-538-8284**