



# Catering Crew Member

(PART TIME)

## **Role Description**

The primary responsibility of any catering crew member is to assist with the packaging, delivery, and distribution of food and other supplies associated with orders made through any of the company's catering services. This may include drop-off delivery or service to customers at their place of work, home, or other location associated with a given event. Catering crew members are also responsible for the setup, cleanup, and return of all equipment as directed on an event-by-event basis. Upon return, catering crew members assist with the cleaning and stowing of all equipment used for each respective event. In some cases, it may also be required that catering crew members process orders and collect cash payments for such orders for return to the company. Since, catering times can vary greatly from day-to-day, catering crew members must have flexible schedules given how start and end times may not follow a consistent schedule. All catering crew members must also follow safety and sanitary statutes established by local authorities and the Jamaican Pot, LLC in the performance of all duties. The server also assists in any other operation of the restaurant as needed according to the situation and/or the requests of management as is appropriate. These activities can include:

- assisting the chef-on-duty with the cooking of foods and/or the preparation of foods for cooking on other apparatus (such as stove, oven, fryer, etc.)
- cleaning the cooking area (or any other area of the facility)
- cleaning utensils associated with cooking and/or eating/drinking
- the proper storage/disposal of left-over foods
- the removal of trash from the restaurant
- appearing at and/or participating in promotional events
- assisting in employee training
- attending team meetings
- other activities identified by management as appropriate

## Qualifications

- at least 2 years of restaurant kitchen crew and/or catering service-related experience
- ownership of a valid driver's license
- ability to lift at least 25 lbs (11.34 kg) unaided
- availability to work up to 30 hours per week Mon. - Sat.
- effective verbal and written communication skills
- effective listening skills
- strong ability to work well with others
- strong ability to multi-task
- proactive and productive work ethic
- access to reliable transportation
- availability to work on short notice

## HOW TO APPLY

1. [CLICK HERE](#) to complete the online application
2. Email your resume (as a PDF attachment) to [jamaicanpotjobs@gmail.com](mailto:jamaicanpotjobs@gmail.com)

**(NOTE: Candidates will not be considered without the completion of both the application and submission of a resume.)**