

CATERER

Function of job:

Under close supervision of assigned manager, provide all aspects of service for catered events, including setting up, servicing, and breaking down events, transporting, cleaning and storing foods and equipment; assume role of server for large events.

Characteristic Duties and Responsibilities:

1. Collect equipment and foods necessary for catered function as required on function sheet.
2. Set up catered events in various locations on and off campus.
3. Load, drive, and unload foods and equipment from campus vehicles used in catered events.
4. Provide service during catered events, such as monitoring serving line, and responding to special needs and/or requests, and serving for large events; break down event.
5. Store, assemble, and dispose of food products as assigned.
6. Clean, store, and maintain catering equipment.
7. Maintain logs and service records as required.
8. Clean and organize storerooms, vehicles, and function areas as assigned.
9. Wear protective equipment as required by policy.
10. Assist with physical inventory of catering equipment.
11. Related duties as assigned.

Minimum Qualifications:

1. High School graduation.
2. Interpersonal skills.
3. Valid driver's license.
4. Basic computer skills as required by department.

Additional Desirable Qualifications:

1. Knowledge of food preparation, presentation and customer service.
2. Catering or food service experience.

10/09/04
System Approval

10/09/04
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.