

# Greens Point Catering Event Staff

## Job Description:

Seasonal Position with opportunity to come back on from season to season, hours will vary from week to week based on events.

Event staff is responsible for knowing their event schedule which venue they are working at and reporting to said venue at the correct time. They will assist in unloading the van, set up, tear down and cleanup of events. Distributing food through passing appetizers, serving food from buffets or stations or plating up and serving a plated meal. They are also responsible for any other tasks assigned to them by the event manager that will ensure the success of the event. Event staff is expected to work as a part of a team and must have a can do and positive attitude.

## Duties and Responsibilities:

- Serving meals in a variety of service styles.
- Unloading of van and proper placement of all equipment.
- Set up, break down and cleanup of events.
- Attending pre-event meetings and understanding what is required of them at all times during the event.
- Clearing of tables and washing of dishes in an efficient manner.
- Anticipating client and guest needs and responding in a timely and appropriate manner.
- Communicate any client/guest concerns or complaints to the event manager.
- Communication with event manager and chef of any necessary information, including changes in event information or timeline and required replenishing of food during meal service.
- Maintain a high level of customer service.
- Maintain a professional, clean and groomed appearance.
- Make sure all work is done before leaving event and always check out with the captain.
- Any other duties assigned by event management.

## Qualifications:

**Strong customer service skills:** Knows what needs to be done and is willing to go above and beyond to make guests and clients happy.

**Detail Oriented and Organized:** Must be able to see even the smallest details that need to be done to elevate the event and take initiative to make them happen. Must be able to see all the moving parts of the event and stay calm and keep them all organized.

**Stamina:** Event staff is required to work long shifts that often include them being on their feet a majority of the time. They must be able to lift, push and pull heavy items and be willing to work in a variety of elements. They must also be willing and ready to do it all over again the next day.