



C&J CATERING

and events

JOB DESCRIPTION

GENERAL INFORMATION:

Job Title: Servers and Bartenders
Department: Events

SUMMARY:

Servers and bartenders provide friendly, responsive service to our guests creating an exceptional event experience.

ACCOUNTABILITIES:

Due to the fluctuating nature of the Company's operation, it may be necessary to perform a multitude of different job roles and functions. Therefore, as an essential part of your job, you will be expected to assist others in the execution of their responsibilities or perform tasks not specifically outlined in your job description in order to complete any component directly related to the success of the company or an event.

Adherence to any written standards of operation, policies and procedures, manuals, memos, oral instructions, etc. is expected at all times.

ESSENTIAL FUNCTIONS:

Responsibilities for Servers:

1. Provide excellent customer service to our clients.
2. Load and unload vans prior to the start and after completion of events.
3. Serve food and beverages to the guests using proper etiquette guidelines.
4. Remove dishes and glassware from tables.
5. Set up and breakdown events including linens, dishes, silverware and decor items.
6. Follow instructions to ensure event runs smoothly and all tasks are completed.

Responsibilities for Bartenders:

1. Must be RAMP certified.
2. Prepare alcohol or non-alcohol beverages for clients.
3. Interact with clients.
4. Mix ingredients to prepare cocktails.
5. Check client identification and confirm it meets legal drinking age.
6. Restock and replenish bar inventory and supplies.

7. Stay guest focused and nurture an excellent guest experience.

REPORTING RELATIONSHIPS:

1. Reports directly to: Event Managers
2. Directly supervises: N/A

DIMENSIONS:

1. WORK EXPERIENCE: Retail or food service experience preferred.
2. SKILLS: Friendly and excellent customer service skills.
3. EDUCATION: High school diploma or equivalent preferred.
4. CERTIFICATE/LICENSE: Valid Driver's License.
5. LANGUAGE: Complete written and oral knowledge of the English language is required.
6. RESPONSIBILITY: Maintain good relations with customers.
7. SECURITY/CONFIDENTIALITY: All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
8. TRAINING: Any training held is mandatory.
9. PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist sales and kitchen staff and jump in where needed.
10. WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, long hours during event days and lifting up to 50 lbs necessary.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, task, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Company.
- I have read and understand this job description:

Printed employee name: _____

Employee signature: _____ Date: ___/___/___