



C&J CATERING

and events

JOB DESCRIPTION

GENERAL INFORMATION:

Job Title: Logistics Team Member

Department: Logistics

SUMMARY:

Logistics team member is responsible for ensuring all orders are properly packed, delivered and executed according to contract specifications.

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:

1. Understand that our guest is our #1 priority.
2. Greet guests in a timely, courteous, and friendly manner.
3. Review contract to ensure location, set-up instructions, menu items and supplies are packed ready for departure.
4. Depart for events arriving on time with required food and packing items.
5. Set up event equipment according to C&J Catering's highest standards outlined in Logistics training.
6. Properly load and unload the vehicles you are assigned each day. Remove all trash, event items, and personal items from the vans daily.
7. Create a positive experience for our clients by listening to their needs and executing the contract as specified.
8. Other duties as assigned.

REPORTING RELATIONSHIPS:

1. Reports directly to: Director of Events
2. Directly supervises: N/A

DIMENSIONS:

1. EDUCATION: High school diploma or equivalent required.
2. SKILLS: Detail-oriented, Friendly,
3. CERTIFICATE/LICENSE: Valid PA Driver's License required.
4. LANGUAGE: Complete written and oral knowledge of the English language is required.
5. 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.
6. TRAINING: Any training held is mandatory.
7. PERFORMANCE STANDARDS: Must be willing to adjust to last minute changes, engage and assist in other roles as needed.
8. WORKING CONDITIONS/ENVIRONMENT: Fast paced environment, high noise level, frequent walking, and lifting up to 50 lbs.
9. ATTENDANCE REQUIREMENTS: Hours worked are variable and are scheduled according to business needs. Weekends are required.

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: ___/___/___