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# Example of Catering Server Job Description

Our growing company is looking to fill the role of catering server. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for catering server

* Clock in once in full uniform
* Report to Catering office to pick up BEO, radio, and connect with Supervisor or Manager
* Review BEO and pick up supplies from the storage room
* Verify and pull the number of chafers needed, add water to the chaffers and make sure to light approx
* Pull items to decorate the serving tables
* Set tables as follows – plates, salads, starch, vegetable, chicken, beef, fish, dessert and lastly utensils and napkins
* Pick up food 60 min prior to the event and drop in chaffers
* Room to be completely set 30 minutes prior to event
* Notifya supervisor or manager when room is ready for final walk
* Stay in party/event space at all times to be sure everything stays replenished, clean and bussed

## Qualifications for catering server

* Must be able to complete provided RCS Responsible Vendor Training (alcohol)
* Must be able to move freely around work areas
* Must be able to work indoors/outdoors in all weather conditions and temperature extremes
* Must be comfortable with completing all cleaning duties, including use of cleaning chemicals
* Must be available to work varying shifts/hours based on business need, to include opening, mid-, and closing shifts
* Assist with other Café duties and stations as required