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# Example of Catering Job Description

Our innovative and growing company is searching for experienced candidates for the position of catering. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for catering

* Plan and order all foodstuffs and light equipment in accordance with the Company’s purchasing policy and procedures and to check and record the amounts, prices and condition of all supplies and deliveries
* Promote good relationships and minimise labour turnover, through effective allocation of duties and responsibilities, and fair and prompt treatment of all employees
* In accordance with Company Policy and Procedures, to carry out clerical activities in respect of Unit controls and records, wages and to compile Head Office Returns on the due dates
* Properly set tables, chairs and A/V needs for special functions
* Wipe and polish silverware, glasses, china and decor
* If qualified, perform Bartending functions as needed
* Delegates tasks to employees as necessary such as coordination of staff, rental equipment, set-up, preparation
* Able to set up and deliver small drop off events
* Completes and issues required correspondence (thank you notes, notices and memos)
* Communicate and assist clients on placing orders via CaterTracks

## Qualifications for catering

* Must have minimum of 1+ years fine dining experience in an upscale bar/lounge/restaurant
* Food, wine, and cocktail knowledge
* Basic skills training, Food preparation, Basic Food Hygiene
* Minimum of HS diploma or equivalent and two years operational experience in a hotel/banquet/hospitality setting required
* Ability to carry 4 plates of food on one tray at a time
* All weekends and bank holidays off