



Example of Caterer Job Description

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Our company is growing rapidly and is looking to fill the role of caterer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for caterer

- Work with staff and clients on all aspects of catering orders from start to finish
- Coordinate and communicate events with the Manager Corp
- Use excellent time management and communication skills
- Propose ideas to improve services and event quality
- Work closely with clients, customers, executives and staff to ensure event satisfaction
- Ensure that communications from the sales team are being performed and executed at a high level
- Ensure proper food safety programs are being followed
- Pay attention to many tasks while consistently providing exceptional service and responding to telephone and walk in inquiries by determining guest's needs and specifications for referral to the Catering Manager
- Handle event bookings from initial contact to completion of event with strong attention to detail, organization and follow through
- Handle all post event written correspondence

Qualifications for caterer

- Valid and unrestricted Driver's License in the state of Colorado, required
- Food Handlers Certification, class every two years (can be completed after hire)

- At least three (3) years of catering experience, preferred
- Hazardous Analysis of Critical Control Point (HACCP) training to be obtained after hire