



# Catering Server Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following part-time position and invites applications from interested individuals.

<b>Job Title: Catering Server Part-Time</b>	<b>Reports to:</b> Supervisor on Duty
<b>Unit:</b> Catering <b>Starting Wage:</b> \$9.12 - \$9.89 per hour based on experience	<b>Schedule:</b> varies
<p><b>Job Summary:</b></p> <p>The catering server is involved in the pickup, delivery, set up, service and break down of Catering Events.</p> <p><b>Primary Tasks:</b></p> <ul style="list-style-type: none"> <li>• Operates the catering truck.</li> <li>• Organizes and completes event “pull sheets” and related operational tasks.</li> <li>• Sets tables, carries trays, serves according to established dining etiquette.</li> <li>• Adheres to established production procedures in the performance of additional duties including, but not limited to: salad prep, plating, and beverage service.</li> <li>• Assists with supervision and training of student employees.</li> <li>• Controls food waste.</li> <li>• Operates dishwasher and organizes small wares and dish storage.</li> </ul> <p><b>Secondary Tasks</b></p> <ul style="list-style-type: none"> <li>• Other duties as assigned by management.</li> </ul>	<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Understanding of storage, sanitation and safety procedures.</li> <li>• Ability to operate appropriate equipment and demonstrate its proper operation to others.</li> <li>• Ability to effectively plan and execute flow of work.</li> <li>• Attention to detail in creating dining room and buffet ambience.</li> <li>• Ability to demonstrate familiarity with various table service techniques.</li> <li>• Demonstrated dependability, punctuality, neatness and personal hygiene.</li> <li>• Demonstrated ability to work well with others.</li> <li>• Possession of a valid NYS Drivers License, acceptable to BASC insurance carrier.</li> </ul> <p><b>Physical Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bends, stoops, kneels, crawls, reaches, fingers, handles, walks, squats and twists.</li> <li>• Stands for a minimum of two to four hours at a time throughout the day.</li> <li>• Lifts a minimum of 50 pounds on a regular basis.</li> <li>• Ability see, hear, taste, smell, speak and feel.</li> </ul>

**Desired (Preferred Qualifications):**

- Two years banquet/ala carte/fine dining service experience.
- Food Safety Certification (Serv- Safe desired).
- Server/Bartender certification.
- Bartender/cash handling experience.
- Able to work special events and/or in other units.
- Night, weekend and evening availability.

**Date Posted:** 1/11/12

**Posting Ends:** Applications for catering servers are accepted on a continual basis.

**Apply to:**

BASC at The College at Brockport  
Human Resource Office- Brockway Hall  
350 New Campus Drive  
Brockport, NY 14420

**Electronic submissions may be sent to:**

[bascjobs@brockport.edu](mailto:bascjobs@brockport.edu)

Attachments must be in Microsoft Word, rich text format, or PDF file.

**Contact Information:**

**Phone:** (585)-395-2752

**Fax:** (585)-395-2663

**www.basc1.com**