



## Event Staff Job Description

**Most Important:** Be dedicated to doing everything in your power to make the event a success for the sake of the clients and guests.

### Event Staff Requirements

- Have reliable transportation
- Read and understand the itinerary ahead of time
- Have an understanding of the timeline
- Know the menu and make sure all items are put out for guests
- Know the menu so that one can describe it to guests
- Ability to keep calm in front of guests
- Lift 75 pounds
- Organized and clean
- Motivated and efficient worker
- MUST be respectful to coworkers and clients
- Must understand servsafe and safe food handling procedures
- Server must be in good health
  - Many venues have stairs
  - Most events require many hours at a time being on one's feet
  - Heavy lifting is typical
  - Use ladders

### Server Expectations at an event:

- Check in with event coordinator or lead server
- Unload TC vehicle
- Organize equipment
- Set up
  - Tables
  - Chairs
  - Preparation of food
  - Plating food
  - Food display set up
  - Set up buffet
  - Set up place settings
- Keep event clear of trash and discarded dishes
- Serve food at buffets or plated
- Monitor buffets
- Refill beverages at station and at place settings
- Clearing debris from venue grounds
- Tear down tables, chairs, linens food displays
- Re-pack TC vehicle in an organized manner

### Hourly Pay

- FOH and BOH - \$11
- BOH with Lead - \$12
- Lead Server - \$15
- Call offs - extra \$1 per hour
- No-show - pay of person is divided up amongst present staff

- Driving - If venue is more than 30 minutes from Totally Cooked, you will be paid for your driving past that 30 minute point

### **Tips**

- Automatically tipped \$10 from TC at every event
- Additional tips may be offered at clients expense