



Job Description

EVENT STAFF | SERVER

As a member of our Event Staff, you will be expected to work in a fast paced and customer service atmosphere. As a self-contracted employee you will be responsible for making your own schedule on an as needed basis. A certain number of weekly hours can not be guaranteed; staff is needed as events are booked.

General Requirements:

- Dependable, positive attitude; ability to adapt to change, self starter
- Ability to lift 50 pounds; ability to stand for long periods of time.
- Reliable transportation is a must. Being an off-site caterer Totally Cooked staff will travel to a variety of different venues all over Northeast Ohio.
- Respectful to co-workers, clients and client's guests at all times. Takes the initiative to greet guests in a friendly manner.
- Willing to work various hours, weekends, holidays and evenings

Server Expectations at an Event (*training will be provided*):

- Has general knowledge of Totally Cooked's menus.
- Understands ServSafe® food handling procedures (www.servsafe.com)
- Assists Event Coordinator and/or Lead Server to execute event itineraries
- Unloads vehicles
- Organizes and sets up all equipment, tables (linens, place settings, centerpieces, etc.), chairs and decorations
- Assists with food preparation. Responsible for food display set-up, including buffet tables, food stations, etc. Attention to detail a must; specific training will be provided.
- Plates and serves food; refills beverages, replenishes food as needed throughout the event.
- Regularly clears food dishes, place settings, glasses etc. Replenishes as needed.
- Empties trash receptacles as needed throughout the event.
- Tears down tables, chairs, linens, food displays, etc. Re-packs TC vehicles at conclusion of event.