



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 and 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 coworkers, clients and client's guests at all times.
- Willing to work various hours, weekends, holidays and evenings
- Must be in good health. Physical activities may include climbing stairs, heavy lifting, use of ladders, etc.
- Understands ServSafe® food handling procedures. (www.servsafe.com)
- General knowledge of Totally Cooked menus.

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

- Dedicated to doing everything in your power to make the event a success for the sake of the client, guests and to show them that Totally Cooked provides Creative Cuisine, Quality Service and Reliability!
- Read your event itinerary; have a clear understanding of timelines, requirements and responsibilities
- Check in with event coordinator or lead server
- 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 and 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.

Qualities of a Server:

- Organized
- Focused
- Detailed oriented
- Hard worker
- Loyal
- Fair
- Committed
- Creative