Amherst College  
Office of Human Resources

JOB DESCRIPTION

Title: Catering Service Assistant

Department: Dining Services  Reports to title: Manager Dining Services/Catering

Full Time: X  Part Time: Date Prepared: 5/16/19

Position Grade: AQ2  Regular Daily Work Schedule: 8:00 AM To 4:30 PM

Pay Type: Weekly X  Monthly  Months Per Year: 10  Hours Per Week: 40

(Summer Months)  Months Per Year: 0  Hours Per Week: 0

1. Summary of Position:

The Catering Services Assistant serves as the primary delivery and set-up person for Amherst College Catering, and coordinates the operation of the Catering Storage and Assembly area. The Assistant is responsible for non-culinary behind the scenes preparation for all catered events, including consulting with the Catering Manager on the work schedule and event planning. Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

The work schedule varies according to the College’s operational needs but generally is Monday through Friday, 8:00 AM to 4:30 PM, with variable starting times based on event schedules. The Catering Service Assistant position is part of essential services and may be required to report to work, or remain on duty, even when the college is closed.

2. Principal Duties and Responsibilities:

70% Catered Events

• Organizes, transports, and delivers equipment, food, beverages and supplies; ensures assembly, set-up, and breakdown, and clean-up of supplies, equipment, food, and beverages
• Assigns tasks to casual and student workers
• Participates in dishwashing duties
• Sweeps, mops, and cleans floors and ensures the sanitation of kitchen areas
• Assists with the closing of catered events
25% Storage & Assembly Work Areas
- Maintains the organization and sanitation of catering supplies, equipment, storage areas, and facilities
- Completes inventories of all beverages and house supplies stored, and advises Catering Manager/Catering Coordinator of ordering needs

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:
Interacts within own department primarily for the purpose of obtaining or providing routine information. Also interacts externally for the purpose of exchanging information, advising, and responding to inquiries.

4. Education: (include certifications and licenses)
Required:
- High School or Vocational School Diploma, or equivalent
- Valid Driver’s License and successful credentialing is required in order to operate college vehicles

Preferred:
- ServSafe Certification
- Allergen Awareness as required by the Commonwealth of Massachusetts

5. Experience: (List specific skills necessary to perform this job)
Required:
- One year of related experience
- Attention to detail
- Strong customer service, interpersonal skills, organizational, and time management skills
- An acceptable criminal offender records information (CORI) check
- Successful completion of pre-employment physical and lift test
- Commitment to working with a diverse community

Preferred:
- Food service experience
- Catering experience
- Experience driving non CDL box trucks
6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Lift, pull, push, carry, and reach above head 35-50 lbs. frequently. Standing for long periods. Frequent walking and ascending/descending stairs. Frequent stooping, bending, reaching forward and above head, and twisting while carrying items. Outdoor elements – exposure to fluctuations in temperature and weather conditions including heat, humidity, and cold. Visual – close concentration/manual dexterity; distinguish colors.

7. **Decision Making:**

Work follows established routines, clearly prescribed rules, past practices or instructions, with some latitude to address minor issues. Seeks guidance on problem area from supervisor. Refers non-routine or unusual problems to supervisor.

8. **Supervision Exercised/Received:**

Position receives direction from supervisor and other managers in Dining Services. Moderate supervision received by supervisor.

Supervisory Responsibility: Yes __________ No X ________

Number of Employees Supervised: