

JOB DESCRIPTION

Catering Server

Job Title:	Catering Server
Company:	OVG 360
Venue:	SOEC & PTCC
Wage:	\$17/hour
Hours:	Part-time
Department:	Food & Beverage
Reports To:	Catering Manager

Overview: Catering Servers are responsible for serving guests in the venue dining areas at catering functions. Catering Servers must be personable and able to work in an ever-changing fast-paced environment.

Essential Job Functions:

- Responsible for serving meals to guests or directing guests to the buffet line.
- Responsible for serving beverages to guests including alcoholic beverages. Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages.
- Responsible for observing guests to respond to any additional requests and determine when the meal has been completed.
- Responsible for refilling salt, pepper, sugar, cream, condiments and napkins.
- Responsible for replacing tableware and linens as necessary.
- Recommends certain dishes and identifies ingredients or explains how various items on the menu are prepared.
- Assists in setting up banquet functions including linens, dishware, glassware and silverware.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.

Knowledge, Skills, and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess valid food handling certificate and alcohol service permit if required by provincial regulations.

- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as related to cash/credit transactions and cash reconciliation.
- Ability to handle cash accurately and responsibly.

Education and Experience:

- Fine dining and/or banquet experience preferred.

To apply, please send your resume and application directly to lee.coates@penticton.ca

The South Okanagan Events Centre Complex is an equal opportunity employer. We are committed to developing a culturally diverse workforce.



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