

JOB INFORMATION

Job Title:	Concessions & Catering Worker	Department:	Food & Beverage
Reports To:	Food Beverage Manager	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:	Human Resources	Date Prepared:	August 2022
Approved By:	Executive Director	Approved Date:	

SUMMARY

We are looking for energetic people to join our Food & Beverage team at the Ames Event Center in Burnsville!

Concessions & Catering Workers are responsible for maintaining operations and assisting customers at The Ames Center concessions stand and assists in operations and catering for events. This position assists in setting the example and ensuring the highest level of guest experience. Reports directly to the Food & Beverage Manager.

Pay rate begins at \$15/hr.

Ideal candidate will have:

- A flexible schedule and willingness to work a combination of daytime, night, and weekend hours (depending on the event load)
- Customer-service and catering or food service experience
 - If you do not have catering or food service experience, we are willing to train the right person!
- A fun, friendly attitude, and professional demeanor
- An interest in performing arts/theatre/concerts

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Bartending can be an additional duty if you are interested in receiving training and are 18+ years-old
- Performs cashier duties using the POS system
- Prepares food items according to standard operating procedures and food safety and sanitation guidelines
- Helps prepare catering orders
- Serves hot and cold items to Ames Center customers
- Keeps refrigerator stocked and product rotated using the first in, first out method
- Assists with setup, prep work, and delivery of food products
- Inventories and restocks supplies and food products
- Maintains cleanliness and order of kitchen equipment and assigned workstation

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires excellent skills in customer relations, communications and problem solving.
- Qualified applicants must be available to work a flexible, event-based schedule (including weekdays, weekends, nights, and some holidays)

EDUCATION and/or EXPERIENCE

- Must be 16 years or older
 - If interested in bartending, must be 18+ years-old
- Food Service experience preferred but will train the right person.
- Effective communication & people skills.
- Basic mathematical skill