

Catering Assistant Job Description

- Prepares packing list, pricing and notification of items to be delivered
- Greets patrons in person or by telephone, and fills orders for the preparation of food items by the kitchen staff
- Keeps supply of clean linens and glassware replenished
- Unpacks and counts supplies of food to ensure that quantities are correct in relation to price quotations, delivery slips, etc., before placing them in stockroom or storeroom cabinets
- Places new or repaired equipment back into service, using hand tools as needed; arranges for repair work through proper channels
- Gives complete list of items to be delivered to kitchen, maintaining accurate records as to quantities
- Handles delivery of food and drinks via cart or truck when called upon to do so; places articles on the floor cart or truck after verifying the type, quantity and price of each order
- Prepares cash register tape for delivery or sales slips in accordance with instructions; verifies that accounts are correct before submitting them to the main office
- Keeps records for job location, adding new records as necessary
- Records prices of items sold on sales slips, using calculator
- Charges shipping and delivery fee to customers
- Assists in inventory of stock on hand, using computer listings or by manual counting; records findings and adjusts inventory accordingly
- Keeps work area clean and in order, throwing away trash and cleaning up spilled materials as needed; washes appliances when necessary
- Ensures that all food items prepared and served at the location are properly labeled with the same name, product name and price
- Prepares goods, specialties, desserts and soft drinks for storage in refrigerators
- Serves patrons in person or by telephone
- Verifies that goods ordered by patrons are correct in quantity, quality, and price

- Cleans and maintains dishware, utensils, tables and chairs for use in food preparation
- Sets out all public eating areas on a daily basis to prevent disrepair or trash accumulation
- Cleans area prior to leaving on shift
- Carries out work as directed by management to keep work area clean and orderly.