



## JOB DESCRIPTION

**JOB TITLE:** Catering Captain

**REPORTS TO:** Director of Catering

**STATUS:** Part-time on call as needed

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### JOB SUMMARY:

Catering Captains are responsible for all service aspects of an assigned event to ensure services meet or exceed guest's expectations. They are responsible for serving products per the banquet BEO which includes; pulling of proper equipment, transportation of equipment and food, management of wait staff service and time sheets, client quality check, break down of event and return of all product and equipment. At all times, Catering Captains are expected to be attentive to the needs of guests while making them feel welcome.

### RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Report to work at designated time, location and in proper uniform.
- Implement proper cash controls if required.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Supervises room set up, service and cleanup of events.
- Possess competent food and beverage knowledge.
- Assists in training banquet staff including ability to conduct prevent meeting with wait staff.
- Meets and greets clients and guests and oversees the event to ensure clients expectations are met and exceeded. Follows all rules and regulations.
- Set up catering service, record and control inventory, utilize portion control in accordance with Exposerve standards, pack up and maintain equipment.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Support/supervise bar staff.
- Attend staff meetings and periodic training meetings.
- Handle client complaints.
- Proven ability to drive safely. Vehicles include Box Trucks, Vans & golf carts.
- Ability to communicate and work with other operations departments.

## REQUIRED QUALIFICATIONS:

- High school diploma or GED certificate.
- Previous serving experience required.
- ServeSafe Certification.
- Current liquor license for the State of Oklahoma.
- Must be of legal age limit with respect to serving alcoholic beverages
- Ability to work flexible hours including daytime, evening, weekends, and holidays
- Valid Driver's License for State of Oklahoma

## PHYSICAL/MENTAL REQUIREMENTS:

- Physical ability to perform tasks that may require prolonged standing, stooping, and walking.
- Must be able to regularly lift up to 25 pounds and occasional lift to 50 pounds
- Working conditions are diverse including indoor and outdoor events.
- Must be able to work extended hours whenever required by job responsibilities or requested by management. Must be capable of regular and reliable attendance.

## UNIFORM REQUIREMENTS:

- Long sleeve button down dress shirt
- Black tie
- Black socks or stockings
- Black dress pants (Polyester)
- Name Tag – left chest.
- Black belt with no ornamental accessories
- Black, clean neat and polished slip resistant shoe
- Hair tied back at all times.
- Earrings must be in both ears or none at all. No larger than small hoops
- No visible tattoos or body piercings other than approved earrings.
- No facial hair or must be neatly groomed.
- For more detail please see the EXPOSERVE Catering Grooming and Uniform Standards Policy sheet.