



## JOB POSTING

**Job Title:** Catering Waitstaff

**Date Last Revised:** 09/2021

**Employee Category:** 1099 Contractor

**Schedule:** Varies

**Department:** Dining Services

**Reports to:** Director of Auxiliary Services

**FLSA:** Non-exempt/ Part-Time

**Benefits:** No benefits with this position

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gov's has approximately 400 students and 250 employees.

Gov's faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others— all so that we can go far together.

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### **Job Summary:**

Assists the Manager and/or Supervisor and dining hall staff to set up, serve and break down special and catered events on campus ranging in size from 10 to 700+. Evening, weekend and day shifts are required.

### **Essential Job Duties and Responsibilities**

- Assist in loading and unloading all supplies and provisions necessary for catered events, and return them to proper storage areas when the event is over.
- Set up facilities for events according to event sheets and Supervisor's directions.
- Set up and break down tables and chairs as necessary.
- Use skills to create flair and enhance presentation of foods and buffets.
- Maintain clean tables and banquet areas.
- Be familiar with all food offerings (as communicated by Supervisor), paying close attention to food hazards and appropriate substitutions to meet special customer needs.
- Serve food, alcohol and beverages to guests.
- Create a warm, congenial atmosphere that makes guests feel special and welcome.
- Observe all safety and sanitation policies/procedures regarding proper handling of food and equipment.
- Work cooperatively with others and take direction from supervisors.
- Must remain aware of, and observe Dining Services standards and procedures.
- Must work varied shifts, including evenings and weekends. Required to report to work promptly at the time stated on the staffing schedule, and take only scheduled breaks.
- Cooperate with the management team to ensure an orderly and efficient operation.
- Maintain food and refrigeration temperature logs, and take corrective action when required.
- Required to wear uniform including non-slip shoes, hat, shirt and pants and vinyl gloves while handling food.
- Perform other duties as assigned within reason.

### **Qualifications and Skills Required for Position:**

- Incumbent works under the guidance of the Manager, Dining but is expected to work without direct supervision and exercises considerable independent judgment in decisions impacting catering events.
- Expected to solve problems or address issues that require immediate attention.
- Frequent contact with students, faculty, administration and staff. External contacts could include prospective students, parents, alumni, outside organizations, visitors and local community neighbors
- High school diploma required.
- Prior catering experience is preferred but not required.
- A strong commitment to service is essential.
- A mastery of the current principles, practices, operation of equipment, materials, and methods used in large-scale production is desirable.
- Must be extremely well-organized with great attention to detail.
- A high level of integrity, accuracy and work ethic.
- Excellent oral and written communication skills.
- Successful candidate must be able to read and write and perform mathematical computations.
- Successful candidates must have a valid driver's license and be able to drive in Massachusetts.
- Ability to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Must successfully complete criminal background check

To apply for the Catering Wait Staff position, please click [here](#).

**Statement of School Values:** Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.