

Yellowstone Kelly's Catering Company
Prep/Line Cook and Event Staff Job Descriptions
(Work performed in Billings, MT and surrounding area)

Prep and Line Cooks: \$13.00 to \$16.00 /hr plus gratuity share

Responsible for preparation and production of food items (menus):

- Preparation and Cooking of menu items
- Utilization of food products and leftovers (quality control)
- Supervise employees when designated shift leader.
- All sanitation duties assigned by unit leader.
- Equipment upkeep and minor repairs and maintenance
- Other job related duties assigned by unit supervisor
- Food handlers card, Servsafe Managers Certificate or Equivalent
- Catering event staff duties to execute events on location.

Event Staff: \$15.00/hr

Responsible for various tasks in the course of completing events including table setting, serving, floor service, buffet service, bussing and other duties related to special event foodservice.

- Possess a valid driver's license.
- Ability to work with catering equipment effectively and teach others to use it also.
- Knowledge of catering procedures, including storage, sanitation and safety.
- Attention to details to create exciting ambiance for buffet and table service.
- Knowledge of table service techniques and ability to apply them.
- Upholds punctuality, personal hygiene, and cleanliness.
- Dependable with proven ability to work effectively with others in a team.
- Physically able, with the ability to bend, kneel, stoop, twist, squat, walk, and stand for long periods at a time.
- Ability to regularly lift items weighing 50 pounds and more
- Follow standard production procedures when carrying out duties such as beverage service, plating and salad preparation.
- Operate catering vehicles.
- Work on-call, as-needed or by the gig with options for PT/FT work based on job skills.

To be effective on the job, the following requirements, including skills and knowledge are important for employees to have:

- Ability to work with catering equipment effectively and teach others to use it also.
- A valid driver's license.
- Knowledge of catering procedures, including storage, sanitation and safety.
- Timing and execution skills with ability to give attention to details
- Knowledge of table service techniques and ability to apply them.
- Upholds punctuality, personal hygiene, and cleanliness.
- Dependable with proven ability to work effectively with others in a team.
- Physically able, with the ability to bend, kneel, stoop, twist, squat, walk, and stand for long periods at a time.
- Ability to regularly lift items weighing 50 pounds and more.

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