

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: \$18 to \$21/hr DOE plus proportionate 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
- Work on-call, as-needed or by the gig with options for PT/FT work based on job skills

Event Staff: \$18.00/hr plus proportionate gratuity share

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.

- 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 with a valid driver's license.
- 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 25 pounds and more.