



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Caterer

Non-Exempt: Hourly worker and **Seasonal Summer Worker**

Position Summary:

Provides event services at catered TRMF functions and events.

Essential Job Functions:

- Check posted catering schedule frequently for last minute changes and updates.
- Help complete catering and meeting set up in a timely manner- catering is responsible for all set up in RRH conference room.
- Sweeping, moping, vacuuming, cleaning tables, and arranging tables/chairs.
- Transport and serve food to catered events around Medora.
- Interact with customers to meet their needs and create a positive guest experience.
- Follow special job assignments/instructions for unique and large events.
- Cleaning catering areas.
- Assist to upkeep catering equipment.
- Attend weekly safety meeting with catering employees.

Other Responsibilities:

- Other duties assigned by the Catering Manager.

ADA Requirements

- Continuously
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
 - Standing
 - Walking
 - Grasping
 - Lifting 10 pounds or less
 - Carrying 10 pounds or less
- Frequently

- Talking
- Repetitive use of hands and arms
- Occasionally
 - Bending Over
 - Reaching Overhead
 - Balancing
 - Pushing or Pulling
 - Lifting 11 to 25 pounds
 - Carrying 11 to 25 pounds
- Environmental Conditions
 - Occasionally around chemicals.
 - Occasionally around sharp objects or tools.
 - Occasionally around wet, slippery floors or surfaces.
 - Continuously working with others.

Qualifications and Education Requirements:

- Must be able to lift up to 35 pounds.
- Must have good interpersonal skills
- A valid driver's license holder preferred.
- Must have knowledge of sanitation and health requirements.
- Must be able to stand and move for long periods of time.
- Must be able to eat at irregular times when catering events are over a meal time.
- Must be able to work mornings/afternoons/evenings and overtime hours.

Supervision:

- Reports to the Catering Manager.
- This is not a supervisory role.

**Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position. **