



CATERING EVENT COORDINATOR

POSITION: Catering Apprentice

REPORTS TO: Director of Bosco Nutrition Center

SUMMARY: The Catering Apprentice will be responsible for catering services as well as carry out related responsibilities. The Catering apprentice will perform a variety of administrative duties and associated food preparation. Such duties include scheduling catering events, set up and tear down of events, staffing, and associated duties. The apprentice will attend a monthly professional development seminar and may attend other specific trade courses as needed. This position requires a commitment to all the duties listed above.

COMPENSATION & TIME COMMITMENT: This apprenticeship position is paid (\$8.25 per hour). There is a minimum time commitment of 6 months up to 1 year working. This is a part-time position. Hours are flexible to accommodate catering needs, including nights and weekends.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Administrative duties- customer service, copying, filing, basic computer skills
2. Organization of catering events- booking, client interactions, scheduling, preparation and facilitation of events
3. Set up and serve at catering events- restock food, serve guests, deliver food, etc.
4. Food preparation as needed- measure and mix ingredients for salads, baked goods, entrees, beverages, etc.
5. Cater special Edmundite Missions events, as well as, Edmundite Missions Enterprises catering events
6. Other duties as assigned in the Edmundite Missions Nutrition Program

SUPPORT PROVIDED:

1. In-house training
2. Bridges Apprenticeship team materials, uniforms and resources
3. Department support training, leadership enhancement & professional development curriculum (Servsafe Certification)
4. Human Resource Apprenticeship Procedure Manual

QUALIFICATIONS & SKILLS REQUIRED:

1. Have a high school diploma or GED
2. Be currently unemployed but have recent job experience
3. Have reliable transportation
4. Excellent organizational, problem-solving, and leadership skills
5. Interested in the food industry/ catering
6. Provide great customer service and communication skills (verbal and written)
7. Demonstrate the ability to work well under pressure in a fast paced work environment
8. Reliable, accountable, motivated, task-oriented, a willingness to learn and be a team player

TO APPLY

Apply at 1107 Griffin Ave. in the Catholic Social Ministry office. Bring a resume and reference information. You may also send information to heidih@edmunditemissions.org.