



## CATERING APPRENTICE

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 food service responsibilities. The Catering apprentice will perform a variety of duties associated food preparation and event facilitation. Such duties include: support in preparation and facilitation of catering events, set up and break down of events, customer service, 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 (\$10 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 **some nights and weekends.**

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Administrative duties- customer service, copying, cashier services as needed
2. Catering events- client interactions, preparation and facilitation of events
3. Set up and serve at catering events- restock food, serve guests, deliver food, etc.
4. Food preparation- 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. Support in the Bosco Nutrition Center with non-catering services as need- food preparation, record keeping, safety and sanitation needs, etc.
7. 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. Must show proof of Covid-19 vaccine
4. Have reliable transportation
5. Excellent organizational, problem-solving, and leadership skills
6. Interested in the food industry/ catering
7. Provide great customer service and communication skills
8. Demonstrate the ability to work well under pressure in a fast paced work environment
9. 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](mailto:heidih@edmunditemissions.org) or apply online at [tinyurl.com/EMapprenticeapply](http://tinyurl.com/EMapprenticeapply)