

**Heights Catering, Walsh Hall
Lead On Call Bartender/Waitstaff**

Heights Catering has on call opportunities for graduate students to support our catering business on campus.

Basic Function and Responsibility:

To assist, coordinate and deliver service of catered events. Provide a timely and professional response to the needs of the customers. Moderately heavy lifting is necessary.

Characteristic Duties:

Performs routine waitstaff and bartender duties such as setting tables, serving customers, side work, setting up bars, post event breakdown and reset

Assists in the coordinating of events under the direction of management.

Works effectively with staffing levels for events.

Assists with waitstaff training.

May monitor and assist the evaluation of service staff and system

May monitor and assist the evaluation of banquet room and equipment condition.

Performs cleaning and sanitation functions

Monitors presentation and portioning of food

Checks and inventories for proper levels of supplies

Performs other related duties as assigned

Supervision Exercised:

May assist in the monitoring of work of students, temporary and other on- call waitstaff or bartenders or other temporary staff

Qualifications:

Service experience is a plus

Must be able to effectively work in a fast paced operation with a diverse staff. Must understand or be willing to learn all aspects of hotel style banquet service. Must have excellent human relations skills.

Must be able to lift moderately heavy objects, up to 50 pounds, on an on-going basis.

Compensation: \$18 per hour & a free meal after 4 hours of work

Interested applicatns should send resume to staffing@bc.edu

