



EMPLOYMENT UNIT: Office of Student Affairs
DEPT/DIVISION: Dining Services
TITLE: **Catering Attendant/Stock**
REPORTS TO: Catering Director (Bon Appetit)
SALARY BAND: Group 4, Union Contract

DEFINITION:

Provide inventory maintenance and control for linen, skirting, china, and equipment. Delivery set up and pick up of AM & PM Break service. Perform event pulls for china, silver, glassware and equipment. Maintain storage areas. Clean and polish silver.

ESSENTIAL FUNCTIONS:

First 15 minutes Check in with Catering Lead for first review of day's events and pressure points.

Step two Setup, stage and deliver all AM breaks

Balance of shift Perform event pulls
Setup, stage, and deliver all AM breaks
Communicate damaged or broken equipment to Catering Lead
Clean and polish silverware
Check linen deliveries for accuracy
Set up breaks and water service as needed
Setup, stage and deliver all PM breaks
Maintain catering storage in clean and organized fashion
Assist with any other assigned projects as deemed necessary by Catering Director

End of shift Check out with Catering Director before clocking out

Daily Cleaning Schedule Clean all equipment
Polish silverware and silver equipment
Polish stainless steel equipment
Clean and organize storage area
Polish silverware and silver equipment
Polish stainless steel equipment
Clean and organize storage area

GENERAL EXPECTATIONS:

1. Present and in full uniform before clocking in at shift start
2. Check out with direct supervisor for all breaks and end of shift
3. Employee Orientation, F.A.C.T. trained & State valid food handler's permit
4. Rotating participation in unit Safety Committee
5. Professional and open communication with supervisors and co-workers
6. Maintain Bon Appetit "Great Expectations 2" standards, to include cleaning and sanitation as assigned, excellent customer service and food quality & presentation
7. Cross-training in other positions, as determined by management
8. Abide by policies explained in Roger Williams University Handbook
9. Other duties as assigned

QUALIFICATIONS:

1. High school diploma or GED required.
2. A minimum of 1-2 years experience in institutional food service preferred.
3. Must be able to lift 50 pounds
4. Must have a valid driver's license
5. Must be able to read and write in English
6. Customer service experience is a plus
7. Must have an open and flexible schedule

Interested applicants should send cover letter and resume to:

Human Resources, Roger Williams University, One Old Ferry Road, Bristol, RI 02809 or human_resources@rwu.edu indicating Ref #10-031. An application may be completed on site. This position is located on our Bristol Campus.

At the university's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate, to the satisfaction of the university, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

Roger Williams University is an Equal Opportunity Employer committed to inclusive excellence and encourages applications from underrepresented populations.