Temporary Catering Assistant/Floater

DEPARTMENT: Physical Facilities
Closing Date: Review will begin immediately and continue until position is filled
Employment Detail: Temporary/On call
Salary: $10.70/ Hour

**DUTIES:**
Assists in catering activities, including sales, set up and tear down of all catered events. Working all said events to ensure proper guest satisfaction and service. Responsible for product quality and quantity control leaving the kitchen area. Assists in covering shifts in all areas of Dining Services. All other duties as assigned. This position is temporary and on call. You must be willing to be available as needed. Schedules will vary and will be based on catering events and needs. Hours are not regular and could include weekdays, weekends or evenings.

**REQUIRED QUALIFICATIONS:**
- Must be able to work a flexible schedule; (weekdays, evenings and weekends are possible and hours will vary)
- Demonstrated ability to follow instructions and work with little direct supervision

**REQUIRED SKILLS:**
- Ability to work efficiently during intense peak production hours
- Demonstrated ability to establish and maintain cooperative working relationships with a diverse workforce
- Must be able to perform constant physical activity: move up to 50 lbs on a regular basis; stand on a continuous basis for extended periods of time; perform duties with repetitive motion of wrists, arms, and shoulders; and be exposed to hot temperatures, cleaning products, soaps and sanitizers

**PREFERRED QUALIFICATIONS:**
- Experience in a high volume or institutional food service
- 1 year of catering experience to include service, set-up and tear down of events.
- High school graduation or equivalent and 2 years of food service experience
- Working knowledge of standard food service practices and methods, including sanitation and safety standards.
- Knowledge of methods of storing food products and ingredients

**Montana Tech Employment Application obtained at**
[http://www.mtech.edu/employment/forms/montana-tech-application.pdf](http://www.mtech.edu/employment/forms/montana-tech-application.pdf) or pick up in MG 303

The items listed above should be sent to:
Montana Tech Personnel Office, 1300 West Park Street, Butte, MT 59701
Phone: 406-496-4380  Fax: 406-496-4387  e-mail: HumanResources@mtech.edu

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