



Part Time Catering Staff

Jobs: Catering Servers, Dishwashers, and Bartenders

Duration: Year round - higher need in Summer/Fall months.

Applicants must be available weekends.

Hourly Rate: Starting at \$20 per hour

Main Objective: To ensure all guests attending private events at Sunol's Casa Bella are catered to effectively and professionally, receiving excellent customer service. To ensure exemplary standards of food hygiene and presentation are demonstrated at all times. Adhere to instructions issued by the Catering Manager at all times. Ensure all eating areas and back of house are kept clean and tidy at all times and are compliant with the area standards and protocols.

Requirements: Must be 21 or older if applying for a bartender position.

Mandatory Requirements: Must present two forms of ID (copy of Drivers License and Social Security Card or a Passport) and an I-9 before or on first day of work.

Duties and Responsibilities:

- Set up table settings, buffet and other tables needed for weddings and events according to manager's instructions based on proper etiquette.
- Duties will involve food service, customer service, setting and clearing tables, dishwasher operation, putting away tables and chairs, packing supplies and returning them to where they belong, maintain the food prep area, shelves, sheds, reception areas, tables and all other catering related areas, to the highest standard of cleanliness.
- To report to the Catering Manager any matters of concern.
- To communicate efficiently and effectively in a friendly and positive manner with visitors and other members of staff and management to create a pleasant and professional atmosphere at all times.
- To ensure a clean, pressed, and professional appearance at all times.
- To undertake staff training throughout the wedding/event season.
- To treat every guest as a friend, greet with a smile and go beyond the call of duty graciously.

Candidate:

- Able to work under pressure and to a tight schedule.
- Excellent interpersonal skills.
- Must be a team player with the ability to multi-task.
- Ability to communicate effectively at all levels and follow direction

- Must be flexible and able to work during our peak times including weekends, Holidays and evenings.
- Excellent customer service skills.

Uniforms:

- Fitted black slacks (not baggy, not too tight, ankles covered. No yoga pants), black socks and comfortable black shoes.
- Short or Long sleeve V-neck or scoop neck for set up. Modesty is key. Black or dark gray only. No writing or logos.
- Gray button-up shirt and black apron provided by Sunol's Casa Bella.

Expectations:

- All staff is expected to arrive to their scheduled shifts in a punctual manner prepared to start at time of shift which includes clocking in and putting away personal belongings, with uniforms pressed (not wrinkled), well groomed, and ready to work diligently and with integrity.
- All guests, fellow staff, and mangers shall be treated with respect and kindness at all times.
- Staff may be asked to work overtime.

About Sunol's Casa Bella/Palmdale Estates Inc.

We are a full service event, catering and hospitality company with over 30 years experience, Palmdale Estates Venue Management's focus is on giving clients the perfect location and an attentive, professional staff for their wedding or event.

**Please contact us for hiring information at:
info@sunolscasabella.com or (855) 485-1525**