



**The Catering Crew**  
***A social enterprise of the YWCA***

**Catering Assistant Part Time**

**YWCA Mission:** YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**Job Description:** This position is to assist with all catering events that require hands on service when applicable. This position is a part time, as needed position. You will be on call for events as they come in, notice of event schedule will be made by phone ASAP.

**Title:** Catering Assistant PT

**Duties and Responsibilities:**

- Prepare foods, cutting, cooking, etc. prior to event.
- Assist with all cleaning duties each day assigned.
- Service guests at event as trained or instructed.
- Communicate everything with team to ensure success of event.

**Job Requirements:**

- Report to work when scheduled, on time, in full uniform with exceptional personal hygiene.

- Superior attendance.
- Maintain and follow YWCA Niagara Employee and Catering Crew Handbooks.
- Knowledge of general math skills: addition, subtraction, and division.
- Reliable transportation and flexible work schedule.
- Attend and participate in staff meetings as required.

**Physical Demands:** Standing and walking (Min: 4 hrs), bending, crouching, pushing, pulling, carrying, reaching, lifting and lowering up to 35 pounds, and repetitive hand-wrist-elbow motion.

**Education:** High school graduate or equivalent preferred.

**Reports To:** The Catering Crew Supervisor and Manager