



We have an opening at the Jewish Community Center for a **Catering Associate**. This part-time position is located at our Creve Coeur facility. Position is scheduled to work on an as needed, per assignment basis, dependent on scheduling of catering functions and events.

Summary:

The Catering Associate is a new position that will enhance the ability of Kitchen J to cater meals and meetings of J programs and rentals. This position will take on the roles of planner, chef, server and cleaner for all assigned events as needed. Regulations require Hepatitis A vaccination for this position.

Duties:

- Meet with clients to determine catering event/program needs with assistance of supervisor
- Present creative ideas and plan menus with clients
- Work with supervisor to determine pricing for each catering event/program
- Provide exemplary customer service.
- Coordinate logistics regarding use of kitchen facility and kitchen equipment/supplies with supervisor.
- Work with supervisor to order necessary ingredients for each event/program
- Prepare hot and cold foods, baked goods, salads and/or desserts as dictated by menu
- Attend to high standards of food quality and food presentation
- Assist and manage food service at events/programs as needed.
- Maintain cleanliness in kitchen and storage areas.
- Clean equipment as needed.
- Responsible for clean-up.
- Maintain sanitation standards.
- Adhere to Kashrut laws.
- Other tasks as assigned by supervisor.

Qualifications:

- High School Diploma or GED required; additional culinary training/schooling preferred.
- Minimum of 3-4 years of prior food preparation experience.
- Safe Serve Certification is a plus.
- Ability to read recipes and prepare food as directed.
- Knowledge of weights and measurements necessary for proper food preparation.
- Knowledge of tools and equipment needed for food production.
- Good physical condition, including the ability to stand for prolonged periods, lift up to 25lbs, bend, stretch, and walk to other areas on campus.

- Clean personal appearance.
- Visual and auditory acuity.

For additional information about the J, please see our website, www.jccstl.org

To apply for this position, please submit your resume, cover letter and completed J application to careers@jccstl.org. Please indicate the title of the position you are applying for in the subject line of your email. The J's application is available for printing from the employment section of our website.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.