



The Jewish Community Center has openings for part time **Catering Associates** to join our Kitchen J team. These positions are based primarily at our Creve Coeur location though, on occasion, staff may be called upon to go to our Chesterfield location or to local locations for catering. These positions are scheduled on an as needed basis in support of our catering needs.

**Summary:**

The Catering Associate position enhances the ability of Kitchen J to cater meals and meetings of J programs, rentals, and for events external to the J. This position will help to prepare and serve meals and provide set-up and cleaning services for all assigned events as needed. Regulations require Hepatitis A vaccination for this position.

**Duties:**

- Prepare hot and cold foods, baked goods, salads and/or desserts as dictated by menu and as directed by supervisor
- 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
- Maintain 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.

Current Hepatitis A vaccination is required per state regulations (provided if necessary).

For additional information about the J, please see our website: [www.jccstl.org](http://www.jccstl.org) .

To apply for this position, please submit your cover letter and resume to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to include the title of the position you are applying for, "Catering Associate", in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

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