



The Broward Center builds community through the arts by delivering quality entertainment, educational opportunities and memorable moments that engage and inspire audiences, nurture collaboration and drive economic vitality.

GOAL

The **Catering Staff** supports the Catering Department through the optimal execution of catered events to ensure a positive experience for all associated with events in order to further the Performing Arts Center Authority's (PACA) image as a premier performing arts center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in pre and post event set up and break down including tables, linens, chairs etc.
- Assist Servers in delivery of orders to guests table.
- Be available to fill in as needed to ensure the smooth and efficient operation of the special event.
- Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Ensure clients are enjoying their event experience and take action to correct any issues.
- Will treat all patrons with respect in all situations.
- Accurately follow the outlined dress code and will appear neat and clean.
- Follow outlined Catering Department's procedures and instructions from supervisory staff.
- Will be responsible for accurately clocking in and out for the shift.
- Will read a menu contract and implement set up as assigned.
- Initiate resolution to client issues when appropriate or promptly request assistance from a supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to communicate effectively, both verbal and written, in English.
- Able to work with a minimum of supervision so as to effectively implement directions and serve customers.
- Able to lift and carry at least 10 pounds and work standing and walking for several hours.
- Able to carry heavy food trays properly.
- Able to work a flexible schedule, including nights, weekends, and holidays.
- Able to work independently and as part of a team in a fast-paced environment.
- Able to cross train in other food and beverage related jobs that are needed for a catered event.
- Able to handle monetary transactions efficiently when working a cash bar.
- Able to exhibit appropriate, professional, and corporate demeanor, considerable tact, and courtesy when interacting with internal and external patrons in a variety of situations.
- Able to work effectively and positively with others.

REQUIRED EDUCATION AND EXPERIENCE

- High School, High School Equivalent, or Higher: General or any equivalent combination of training and experience.

If you are interested in this opportunity, please submit your resume to cstaffsearch@browardcenter.org.