



The Philadelphia Catering Company

Catering Delivery / Set up Associate

Duties

- Checking and loading catering orders for delivery
- Delivery and set up of catering orders.
- Picking up PCC equipment after events
- Assisting at events as needed
- Develop rapport with clients

Secondary Duties

- Cleaning / maintaining delivery vehicles
- Weekly cleaning of entire disposable prep area
- Organizing & cleaning Philadelphia Catering utensils
- Packing beverages for each next day's catering orders

Hours: Monday – Friday. Schedule times will vary. Sometimes employee may be required to work later during busy business cycles and less during slow cycles. Employee may occasionally work late afternoons & weekends

Weekly Hours – 30 to 40 hours per week

Compensation:

- Training - \$12/hour
- * 6 weeks**
- Hourly Rate - \$13.00
- * 6 months**
- Hourly Rate - \$13.50
 - Option to participate in Company plans for life & disability insurance
- * 1 Year**
- Hourly Rate - \$14:00 (yearly employment review)
 - Paid Time Off - 52 hours
 - Gainshare Plan (profit sharing)

PCC delivery uniform and appearance -

Black dress pants, Black belt, Black work shoe – not sneaker
Clean PCC Shirt(provided) - If undershirt is worn – must be black
Clean shaven / neat, trimmed hair
Cold Weather – PCC jacket(provided), if a hat is worn – must be black