



## **Delivery Prep Associate**

*This is an entry-level job*

**Job Description** –assisting delivery team with all back of house packing needs, organizing, loading and unloading catering orders.

### **Duties**

- Responsible for counting, packing and organizing beverages for catering orders.
- Pre-packing coffee & tea condiments
- Packing delivery vehicle emergency kits as needed
- Organizing dry prep room and Basement Stock area
- Putting away stock deliveries - paper goods
- Unloading delivery vehicles as needed - assisting drivers to unload or orders left from previous night's event.
- Putting away & organizing all returned disposable items
- Assist on catering deliveries, as needed – learn locations – this job will enable you to transition to catering delivery associate
- Assisting Delivery Manager as needed with catering order checking and loading.

**Hours:** Monday – Friday 8am to completion - approximately 4pm.

Employee must report to work Monday thru Friday at 8:00am and be available to work until at least 5pm. Sometimes employee may be required to work later during busy times and less during slow times.

Weekly Hours – 25 to 35 hours per week

### **Compensation:**

Training \$9.50/hour – 2 weeks, Starting wage \$10.00/hour, 1 year \$11.00/hour

**Paid Time Off - Start - 52 hours Paid-Time-Off**

**Other Benefits** 1 year – PCC profit Sharing Plan

-option to participate in life insurance plans, disability plans, retirement savings plans