



## **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 - \$13.25/hour
- \* 4 weeks**
- Hourly Rate - \$14.25
- \* 6 months**
- Hourly Rate - \$14.25
  - Optional benefits; Life & disability insurance and retirement plans
- \* 1 Year**
- Hourly Rate - \$15:00 (yearly employment review)
  - Paid Time Off - 52 hours / year
  - Gainshare Plan (profit sharing)

#### **PCC delivery uniform and appearance -**

Black dress pants, Black belt, Black work shoe

Clean PCC Shirt(provided) - If undershirt is worn – must be black

Clean shaven or neatly trimmed facial hair / neat, trimmed hair

Cold Weather – PCC jacket(provided), if a hat is worn – must be black