

# The Philadelphia Catering Company

## Catering Delivery / Set up Associate.

**Our mission is to provide outstanding catering in the Philadelphia Area. We accomplish this with our unified team of dedicated professionals.**

**Core Values** – this is what our team is all about

- **Positive** attitudes are contagious
- **Ethical** - Respect, honesty and integrity with each other
- **Pride** in our products and service
- **Learn** and grow from our mistakes
- **Teamwork**

**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 - provide great customer service

**Secondary Duties**

- Small prep work for stock delivery items
- Organizing disposable prep area
- Packing beverages for each next day's catering orders

**Hours:** Monday – Friday. 10:00am to 6:00pm(or 5:30am to 1:30pm). 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 evenings & weekends

Weekly Hours – 30 to 40 hours per week

**Compensation:**

- Training - \$15.00/hour

**\* 4-6 weeks**

- Hourly Rate - \$16.00
- Comprehensive Health Benefit through Vitable
- Start accruing Paid-Time-Off

**\* 6 months**

- Paid-Time-Off, Sick pay and Holiday Pay
- Optional benefits:
  - Life and Disability Insurances
  - Retirement plan

**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