

Position ad of best catering inc

[Business](#), [Management](#)



Position Ad of Best Catering Inc

Best Catering Inc. is a catering company involved in catering events both onsite and offsite the whole year has been in the catering business for more than five years. The running of these events is the main specialty in the company. Best Catering Inc. will be involved in catering for an offsite catering event in the dining hall and requires staff to assist in meeting the human resource needs for the event to be a success. The required staff, roles, and skills required are stated in this advertisement and if you have the required meet the requirements and is willing to be part of this world-class team of caterers be free to apply through the mail. The contract for all the four jobs will last for two months from the signing date with the option of being employed on a full-time basis at the end of the contract. Speaking fluent English is mandatory for every person in any of the four posts for effective communication to colleagues and clients. Please provide your resume, cover letter, and curriculum vitae to allow for consideration and response within two weeks, thank you for your time.

Catering Manager

The catering manager is responsible for ensuring the company, and legal requirements in respect to health, hygiene, and safety are adhered to for employees, customers, and visitors. Other responsibilities include ensuring unit standards; stock, & cash control, payroll, and administration are accurate and follow company guidelines. Ensuring catering is provided according to client specifications in the contract, ensure profitability, and ensure quality customer service.

For a candidate to fill this position he has to have a passion for quality food

and excellent service, dynamic, flexible, and confident. The other characteristics of an ideal person for the catering manager position is clear understanding of food safety, cost control, and safety and health in food preparation. A demonstration of ability to train and motivate employees is also a desired quality and a two year experience in catering will be an added advantage.

Controller and Bookkeeper

The responsibilities for a controller and bookkeeper will include managing and control finances at Best Catering Inc., bookkeeping, human resource administration, payroll management, managing expenses, and invoicing for Best Catering Inc. The controller and bookkeeper will also be responsible for contact with main offices in the course of the duration of the catering event. Having worked for a small firm and dealing directly with the firms finances, having experience and excellence in using payroll systems and e-book keeping makes one eligible for application. Further, knowledge on high-quality reporting and processes is a requirement for controller and bookkeeper applicants.

Sous-chef

The main responsibilities for the Sous-chef include running operations when the Head Chef is absent, controlling hygiene to highest level possible, ensuring health and safety at Best Catering Inc., staff training, and ensuring high quality standards. Ability to produce quality and fresh food, work at own initiative, and generate new ideas form the characteristics required of a sous-chef. Two years experience at a similar position and willingness to cooperate in a team are the other requirements for the position.

Wait-staff

The duties include welcoming the customers, showing available seating spaces for customers, serving food and drinks, cleaning tables, and tidying the seats when necessary. Self-starting attitude, customer service orientation, lively working with people, and a passion for quality food and excellent service are the main characteristics required for wait-staff applicants. Two years experience as a wait-staff is a requirement for the position. Maintenance of professional and energetic demeanor in the course of the job is an added advantage and the main factor we will be looking for in the applicants. Ability to learn fast and an outgoing nature are added advantages.