



## **Prep Cook & Event Support**

**Salary:** \$21-\$25 per hour DOE

**Schedule:** 15-40 hours per week / Full-time or Part-time Available

**Location:** Hillsboro, Oregon + venues/businesses up to 2-hour distance

### **About Reedville Catering Inc.**

Reedville Catering is a family owned catering company, located in Hillsboro, providing full service catering within the Portland Metro area, and outside of it. We cater for a variety of events; galas, weddings, business meetings and more! Our menus are created with locally sourced ingredients and our chefs take pride in producing handcrafted meals.

### **About the Job:**

We are looking for a skilled Production Cook / Event Support to join our culinary team. A person who is passionate about catering, loves working with food, and is excited to work together with our catering team to provide outstanding hospitality to our clients and their guests. This person would also have professional and courteous composure in a fast-paced environment.

For this position flexible availability any day of the week is essential. Depending on the event(s) booked shifts may be early mornings, daytime or late evenings; weekend availability is required. Shifts may vary anywhere from 4-15 hours.

### **Essential Duties + Responsibilities**

- Previous experience in a restaurant or catering kitchen (3+ years)
- Prep and assemble meals to the specifications noted on the clients BEO
- Assist with general upkeep and cleanliness of kitchen, equipment, and supplies
- Be available for "hot food" runs/deliveries and onsite cooking as needed – must have a good 3-year driving record with DMV and be age 21 or over (per insurance policy).
- Self motivated with good organization skills and attention to detail
- Basic English speaking, reading and writing skills
- Basic computer skills
- Reliable transportation
- Oregon Food Handlers Card and OLCC Service Permit
- Ability to lift and carry up to 50lbs and stand/walk for extended periods of time

### **What we Offer:**

- Employee Meals – Some catering shifts may include a meal, depending on the event.
- Employee Beverages – complimentary non-alcoholic beverages when on-shift
- PTO – accrued date of hire, 1 hour for every 30 worked up to 40 hours annually.
- Simple IRA (qualifying employees) – 3% match for participating employees
- Mileage Reimbursement (qualifying employees)

Reedville Catering Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.

**For further details, or to apply for this position, please contact:**

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