

Catering Banquet Server (5650C), Berkeley Dining -  
74251  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248580>

Downloaded On: Dec. 4, 2024 3:40am

Posted Nov. 11, 2024, set to expire Mar. 8, 2025

<b>Job Title</b>	Catering Banquet Server (5650C), Berkeley Dining - 74251
<b>Department</b>	Berkeley Dining
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Dining Services
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**Job Description**

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**Catering Banquet Server (5650C), Berkeley Dining - 74251**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **Departmental Overview**

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training table, early childhood meal production and catering. Berkeley Dining services the campus seven days per week , seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

### **Application Review Date**

The First Review Date for this job is: November 21, 2024

### **Responsibilities**

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## CATERING SERVICE

- Provide superior service to clients (including accurate knowledge of services provided, ingredients in dishes served, knowledge of wine and beverage service, etc.) at beverage reception, buffet meal or plated meal service.
- Control customer access at catered events including checking identification cards.
- Maintain the appearance and cleanliness of work areas, dining rooms, equipment and utensils, and furnishings used for catering.
- Ensure timely delivery and set up of food and non-food products for catered events; independently service event if needed by driving to and from event locations and Catering kitchen.
- Establish and maintain positive relations with our customers. Listen, and if possible, resolve customers' needs and report them to the manager and/or supervisor.
- Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction.
- Responsible for practicing good stewardship with university and customer resources.

## PREPARATION AND SET-UP

- Gather, set-up, prepare, replenish, and distribute beverages, food and non-food products in designated areas to ensure availability in a timely manner to meet customer demand.
- Assist in merchandising catered events.
- Assemble food and non-food products for transport between buildings utilizing carts or catering vehicle (when driving).
- Ensure all operational areas are clean and organized in a timely manner to meet customer demand. Prepare and appropriately display necessary signage for catered events.
- Safely operate, maintain, and identify problems with all equipment used in production and service.
- Set tables with formal silverware, napkins, centerpieces and beverages. Set up buffet tables with all necessary food and utensils.

## BREAKDOWN AND STORAGE

- Breakdown and clean supplies, dining room and equipment after catered event.
- Maintain inventory control of food and beverage for catered events
- Ensure the cleanliness, safety, and sanitation of designated storage and work areas, large and small equipment, utensils used in food production, and vehicles.
- Store items such as china, linens, furniture, decorations, etc. after catered event.

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- Professional development and other duties as assigned

### Required Qualifications

- Minimum of 2 years' experience in restaurant or catering environment.
- Customer service experience in a food service environment.
- Catering food service experience.
- Demonstrated ability to direct the work of others.
- Experience following directions related to job responsibilities.
- Ability to read, write, speak and understand English and follow oral/written instructions.
- Must be able to lift and carry up to 50 lbs.
- Ability to operate and maintain restaurant food service equipment.

### Preferred Qualifications

- Experience in inventory control.
- Food preparation experience.
- Experience providing wait and/or bartender service.
- Experience delivering items.
- Knowledge of and/or ability to learn UC Berkeley campus.
- ServSafe Certification

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## Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$23.10 - \$25.50, Steps 7.0 - 12.0. This is a non-exempt, hourly, bi-weekly paid position.
- This is a full-time, Partial-Year Career position that is eligible for full UC Benefits.
- This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>
- Partial-year appointments are career appointments established with regularly scheduled periods during which the incumbents remain employees but are not at work. These scheduled periods during which employees are not at work are designated as furloughs and are unpaid. Such scheduled periods need not be consecutive in time. Furloughs are not to exceed a total of three months in each calendar year.

## How to Apply

To apply, please submit your resume and cover letter.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Driving Required**

A valid driver's license and DMV check for driving record is required.

### **Other Information**

This position is not eligible for visa sponsorship.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [https://apptrkr.com/get\\_redirect.php?id=5791817&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5791817&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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