

## **Event Captain**

### Job description

Purple Onion Catering Company's simple goal is to provide exceptional food and service to the Washington DC Metro Area. Our passion-driven staff create and deliver visually-stunning custom events that are both personal, and memorable. Each member of our team is key to this goal and accomplishes great things by being team players who persevere and remain calm through our busiest times, are resourceful in making things happen, show respect through mutual support and by being reliable to the team.

All events are held at off-site locations within the DC Metro Area.

Purple Onion Catering Company believes in providing opportunities for our staff to succeed. This begins with robust on-the-job training, a clearly articulated path for professional growth, the opportunity to gain exceptional culinary experience, and the ability to make your schedule fit your work-life requirements.

Position: Off-Site Event Captain

Reports to: Sales Assistant and/or Sales Designer

### Duties and Responsibilities

- Overall responsibility for full execution of full-service events; including, but not limited to, weddings, gala dinners, school functions, and more.
- Supervise and direct staff members, including servers, bartenders, and kitchen staff.
- Arrive early and participate in pre-event meetings with sales team member and venue staff.
- Understand event menus, floorplans, and rental items.
- Coordinate with venue staff in lieu of sales designer.
- Direct and participate in unloading of company vans, event set-up, and event break-down.
- Train and supervise event staff to learn the Purple Onion Way.
- Verify arrival and departure times of staff.
- Assist server staff as needed, ie carry trays of food and beverages to tables during meal service.
- Maintain high standards of work areas and appearance
- Comply with and maintain dress code requirements of all staff.

- Adhere to event timelines
- Write post-event reports to give to management
- Follow sanitation and cleaning rules set by Purple Onion and venue staff

Successful candidates will:

- Maintain a positive attitude
- Have strong knowledge of catering services
- Have attention to detail
- Work well with teammates and provide quality directions

Minimum qualifications:

- Must be 21 years of age or older
- Have reliable transportation
- Have authorization to work in the US
- Ability to communicate in English, Spanish a plus

This position requires standing, walking, and bending for many hours at a time. Staff should be able to lift 25 lbs.

Purple Onion Catering Company is an Equal Opportunity Employer. We embrace diversity and celebrate the unique experiences each of our staff members bring to our company.

Job Type: Part-time

Pay: \$20.00 - \$25.00 per hour