

## **WMU CATERING STUDENT TRAINER JOB DESCRIPTION**

The student trainer is responsible for the following duties:

1. Reporting to work at the scheduled time and in proper uniform.
2. Welcoming new staff and introducing themselves.
3. Reviewing the event order and explain how to read it.
4. Explain and demonstrate front of the house procedures - proper tabletop set-up, buffet set-up, break set-up, and other front of the house activities.
5. Observe trainee's work, correct as needed.
6. Explain and demonstrate back of the house duties, including beverage station set-up, icing goblets, plating desserts, rolls, plate up of entrees and other back of the house activities.
7. Observe trainee's work and correct as needed.
8. Explain and demonstrate service procedures – serve from left, clear from right; complete beverage choices offered at correct times; children served first, then ladies, then men; salads, entrees and desserts all positioned properly in front of each guest; items to clear with each course.
9. Explain and demonstrate clean-up duties, including clearing room, returning equipment and cleaning of kitchen area.
10. Observe and evaluate new employee performance – provide feedback for trainees throughout shift.
11. Complete written evaluation forms for management review.

The student trainer works under the student banquet manager, the banquet manager and the catering manager.