



Job Title:	Catering and Warehouse Manager		
Department/Group:	Catering	Job Code/ Req#:	
Location:	Mt. Prospect, Illinois	Travel Required:	Local / Same Day
Level/Salary Range:	\$15-\$20 / Hour Starting	Position Type:	Full time flexible hours
HR Contact:	Ken Dix / Ken@capannaris.com	Date Posted:	03/29/2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	When job is filled

Applications Accepted By:

KEN@CAPANNARIS.COM	MAIL: Ken Dix Capannari's, Inc. 701 N. Wheeling Rd. Mt. Prospect, IL 60056
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Job Description

ROLE AND RESPONSIBILITIES

Manages all aspects of the catering division and assist with all other divisions as needed

- Manages and assists with preparing, delivering, setting up, running, breaking down, and cleaning up catering events
- Tracks, orders, and receives delivers of required products for the catering division based on established pars
- Assists with training new catering staff
- Oversees the daily workflow of the warehouse including inventory tracking and ordering based on established pars.
- Assists with receiving deliveries, cleaning, and maintenance at the retail store as needed
- Assists with the wholesale division, including receiving deliveries, customer pickups, customer deliveries
- Performs other related duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be 21 years of age for automobile insurance purposes

PREFERRED SKILLS

Restaurant / Catering Experience preferred but not required

ADDITIONAL NOTES

Must be able to stand and scoop ice cream for a prolonged period of time.
Must be able to move heavy equipment and lift in excess of 40 pounds

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

