

EVENT MANAGER

BG seeks highly qualified, experienced catering professionals to manage off premise events for high profile corporate and social clients in and around Boston. A minimum of two years as an event manager/function manager/banquet manager in the hospitality/catering industry is a plus, but those with strong managerial experience, who have run team of 3-10+ employees, may be considered. Candidates must have knowledge of food service and be able and willing to act as our client's liaison, while overseeing and leading a team of servers and/or bartenders. Candidates must have a focus on phenomenal customer service and hospitality and be able to think quickly on their feet. We are looking for the cream of the crop. Professional demeanor/look/attire is a must. Competent self-starters with integrity, charisma and a winning personality are welcome. If you are hardworking and looking for flexible hours, please apply.

BARTENDER

BG has openings for experienced bartenders to set-up, service and breakdown bars for our off-premise high profile and social clients. BG carries a Caterers Liquor license and all our staff are TIPS certificate or Serve Safe Alcohol Certified. If you have a passion for serving others, hardworking, and are looking for a flexible schedule and are available nights and weekends, please apply.

WAIT STAFF

BG Wait Staff are the back bone of our company, we are looking for talented, customer service professionals who love hospitality and serving others. Knowledge of set-up styles for events and how to properly carry trays, serve guests with a smile and breakdown at the end of the event is desired. A positive attitude is a must and you will be able to follow direction and not be shy to approach our guests with confidence and professionalism. This job has many demands and it is critical that you can lift 25-50 pounds, walk with purpose, work within tight deadlines! You require TIPS Certification and a ServeSafe Food Handlers Certificate, but these can be obtained while your training with us. Please apply if you feel you can meet these demands.

EVENT CHEF ASSISTANTS

BG seeks on site Event Chefs with 5 years catering experience is a must. If you are available to work flexible hours especially weekends and you know the principles of cooking; you are self-sufficient and can work alone with little supervision; you must be clean and organized. If this describes you, you can be an asset to our team, please apply.

EVENT CATERING DRIVER

As a part of our catering delivery team you are a vital part of our company---NOT JUST A DRIVER, you are the face of our company. In addition to making catering deliveries, delivery drivers assist with food production, help assemble orders, and provide the excellent customer service that we at BG Events and Catering put as our first priority. We provide the van or box truck but you are responsible for keeping the vehicle spotless and making sure that your emergency kits is stocked. Please provide a copy of your clean driver's record when applying.

WAREHOUSE ASSISTANT

BG is looking for seasonal warehouse helpers. Warehouse Duties include loading and unloading trucks, assisting in the process of organizing and staging equipment for events, assisting the warehouse manager to maintain a clean and organized warehouse, along with whatever is required to assist the warehouse manager. Must be able to lift 50lbs.



Application

HOW TO APPLY

Send this application along with an attachment of your resume in .pdf or .rtf format and include a cover letter via email to gina@bgeventsandcatering.com that briefly details your experience in hospitality, retail or customer service.

PERSONAL INFORMATION

*First Name:

*Last Name:

Address 1:

Address 2:

City:

State:

Zip Code:

*E-mail:

May we call you if we need further information?

Yes

No

Phone #:

EMPLOYMENT DESIRED

Position Applying For:

Event Manager

Bartender

Wait Staff

Event Chef Assistant

Event Catering Driver

Warehouse Assistant

Date You Can Start:

Salary Desired:

Are you currently employed?

Yes No

If so, may we inquire of your present employer?

Yes No

Are You Legally Authorized To Work In The US?

Yes No

Have you ever worked for BG Events & Catering?

Yes No

Where?

When?

Please select the days you are available to work (check all that apply):

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Full Time or Part Time? (Note, event staff positions are an on-call basis.) Yes No

Have you ever been convicted of a felony? Yes No

Did you graduate high school? Yes No

SPECIAL SKILLS & EXPERIENCES

*Hospitality Experience (in years):

None 1-3 3-6 6-9 10+

Subjects of special study / research work:

Special Training:

Special Skills:

Special Certifications:

ServeSafe Food TIPS ServeSafe Alcohol
 Other:

US Military or Naval Service:

Rank:

REFERENCES

Please provide the names of three people not related to you, whom you have known at least one year.

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date:

Signature: