



**JOB DESCRIPTION:** Caterer/Line Cook

**UPDATED:** 12/15/2025

## Overview

Do you enjoy preparing great food, working with people, and being part of a welcoming community? The Plymouth Intergenerational Center is seeking a Caterer/Line Cook who is passionate about quality food, teamwork, and exceptional service. In this role, you'll help create nutritious, delicious meals for a wide range of guests—from community members and families to corporate clients and special event attendees.

### Essential Duties and Responsibilities

- Create high-quality, nutritious meals for daily service and catering events, including weddings, fundraisers, corporate events, and community gatherings.
- Provide friendly, respectful, and professional customer service to people of all ages.
- Assist with all catering event needs, including setup, food preparation, packaging, service, cleanup, and breakdown.
- Follow food safety and sanitation guidelines to ensure meals are prepared safely and consistently.
- Maintain a clean, organized, and welcoming kitchen environment by cleaning equipment, washing dishes, and sanitizing work areas.
- Work efficiently in a fast-paced kitchen while prioritizing tasks and supporting your teammates.
- Communicate clearly and positively with coworkers, supervisors, and guests.
- Take pride in meeting or exceeding standards set by the Plymouth Intergenerational Center and the State Health Department
- Contribute ideas, anticipate needs, and help ensure every event and meal is a success.
- Perform other duties as needed to support the team.
- Ability to prioritize, anticipate needs, apply critical thinking skills. Ability to follow and give direction both verbal and written.
- Perform other duties as assigned.

### **Minimum Qualifications:**

- A passion for food, service, and working with a diverse community.
- High school diploma or GED required.
- Two to three years of experience in restaurant, catering, or food service preferred.
- Culinary degree or equivalent coursework is a plus, but not required.
- ServSafe certification (or willingness to obtain).
- Basic computer and record-keeping skills.
- Strong communication skills and a positive, team-oriented attitude.
- Passion to be creative

### **Other Job Requirements**

- Ability to pass a criminal background and sex offender registry check.
- Valid Wisconsin drivers license, automobile insurance with adequate liability coverage and reliable vehicle to use for affiliate business including travel to and from meetings, presentations, and job sites.
- Flexibility to work a schedule with some nights and weekends but with a normal working schedule of 7:00am to 2:00pm Monday through Friday.

### **Work Environment**

- The employee will work in a kitchen environment, with food preparation equipment.
- The employee may occasionally work with toxic or caustic chemicals such as degreasers or sprays.
- The employee must be able to meet deadlines with severe time constraints.
- The noise level in work environment is usually moderate.

### **Physical Demands**

- While performing the duties of this job the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools or controls to talk or hear.
- The employee is frequently required to reach with hands and arms.
- The employee is required to be on his/her feet for extended periods of time. The employee frequently must squat, stoop or kneel, reach above the head and reach forward
- The employee continuously used hand strength to grasp utensils or carry pots and pans
- The employee will frequently bend or twist and the neck and trunk for than the average person while performing the duties of this job.
- The employee must frequently lift and or more up to 50 pounds such as crates, bags or cartons of canned or fresh produce.
- The employee will sometimes push/ pull items such as tables or bulk carts.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Why You'll Love Working Here**

- Be part of a mission-driven organization serving all ages.
- Work with a supportive team that values respect, collaboration, and quality.
- Enjoy consistent daytime hours with flexibility for special events.
- Make a meaningful impact through food and service every day