

Employee Manual & Employment Application



Policies, Expectations and Other information

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Mission Statement

Delectables Fine Catering, Inc. provides quality food and service in a professional manner to our customers in a profession, efficient manner, where quality and value is a top priority.

Our goal is always to EXCEED our customers expectations.

Probationary Period

We hire our staff on a **90 day probationary period**. After 90 days you are considered a permanent seasonal, part time or full time employee.

Payday

Payday is every two weeks on Wednesday after 12:00pm. If you would like your check mailed, please call to confirm your address to be listed on a permanent mailing list.

Policies on Discrimination, Drugs, Aggression, Theft & Safety

We do not tolerate discrimination (racial or sexual), aggressive behavior, drugs/alcohol, or theft (including falsification of time cards or sign in logs) in our establishment. If any of these traits are found to exist it will grounds for immediate dismissal. We have a zero tolerance for drugs and theft.

Safety is our highest concern. We do everything in our power to provide a safe working environment for our staff. If you see anything that may require owner attention, please be sure to report it to a manager.

No Call / No Show

We depend on each staff member to arrive as scheduled. When a person fails to show up as scheduled, it puts us in a bind and makes everything harder for the other staff members. No call/no shows will be grounds for immediate termination unless a misunderstanding in regards to the schedule is proven to exist. For service staff in extreme cases all previous jobs due may be paid at minimum wage and forfeiture of gratuity will be applicable.

Respect

- Please welcome new staff members and make them feel part of the team. No one wants to be belittled and treated badly because they don't know what they are doing. Have patience and show them how to do the job properly.
- Introduce new staff to other staff members. Talk to people the way you want them to talk to you.
- If you need to reprimand a staff member do it privately whenever possible.
- **Be sure to give the venue managers and the other vendors like photographers and DJ's VIP treatment.** These are the people who are going to refer us business. If the photographer needs to eat early so he can photograph the bride and groom during dinner, let me. Don't make them feel like second class citizens.

Dress Code for Servers

When arriving to an event, unless told otherwise, servers are to be dressed in regular street attire, like shorts, t-shirts, and sneakers for setting-up the event. This does **not** include: flip-flops, tank-tops, healed shoes, or midriff shirts.

When the event begins servers are to wear white or black long sleeve oxford shirts, neatly pressed, comfortable black shoes and socks, black pants (no faded pants or black jeans), and a long black bistro apron. You must also have a long men's necktie with you in case a client requests us to wear one. The proper apron can be purchased here at the office or from your supervisor at the event. \$5.00 will be taken out of your first paycheck for the apron. You can have the money refunded if you return the apron when you no longer work here. Please be clean shaven, hair pulled back, and clean (no body odor will be tolerated). We do not allow visible body piercings like bolts. Employees who do not fit this criteria will be sent home. Naturally, all employees must wash hands prior to handling or serving food.

Dress Code for Kitchen Staff

Comfortable clothing or a company t-shirt, and most important, slip-resistant shoes. You should be wearing gloves when handling ready-to-eat food (provided by DFC). All employees must wash hands prior to prepping food. You must wash your hands every time you enter the kitchen, even if you washed them in the restroom. This is a food service mandate.

Dress Code for Delivery Drivers

- When delivering food you must dress appropriately. Clean shaved (men), hair tied back (ladies), company t shirt or polo, non skid closed toe shoes, black, khaki or Black, White or Khaki shorts (no short shorts or jeans)
- Polo shirts are \$22 each, hats are \$10 each. T shirts are \$7 each.

Server Rates

Starting Server Rate is \$7.00 per hour + gratuity. (The average gratuity per event is \$25 - \$45 depending on the amount of hours worked; Performance is also taken into consideration with gratuity disbursement).

You will be eligible for a rate increase to \$7.50 per hour after completion of all aspects of **training evaluation** with one of our Training Supervisors and you have worked **a minimum of five events** with no unexcused call-offs and good punctuality. Also, please come in for a free t-shirt!

After **one year and a minimum of 30 events** worked you be eligible for a rate of \$8.00 per hour pending supervisor recommendation and fulfillment of all evaluation requirements and dependability.

After **two years and a minimum of 60 events** worked you may be eligible for a rate of \$8.50 per hour pending supervisor recommendation and fulfillment of all evaluation requirements and being a right hand person to the Event Supervisor. The server rate caps at that point at \$8.50 per hour. If you would like to be considered for a Training Supervisor or Event Supervisor position to earn more money, please see Laurie Simpson

Kitchen Rates

Kitchen rates of pay vary depending on experience and position. Please consult with our Kitchen Managers for the rate of pay.

Company Vehicle Driver Rules

- Must have a safe driving record with no DUI's or excessive points. If at any time your driving record should change you need to notify management.
- Must be a minimum of 21 years or older.
- Must have a good knowledge in the area and lived here at minimum of two years unless exceptions are made by management.
- Must be able to drive a box truck or have driven one in the past.
- Cannot have any previous back or neck injuries able to lift at least 35 pounds.
- Must be available Mon-Friday between the hours of 9-3pm. Some weekend deliveries may be required on occasion.
- All drivers should have lived in this area for a minimum of two years, be familiar with driving to St. Pete, Tampa, and Clearwater areas. They must be willing to drive a box truck. They must be good with directions and GPS. We will provide maps for each delivery.
- You must wear your seat belt at all times. Therefore you cannot have more than one passenger at any time because there is only one additional seat belt.
- In the event of an accident you must contact an owner (Nick, Jeff or Laurie). **Never** leave the scene of an accident unless an owner approves of it. Never admit guilt. Let the police determine who is at fault. Give an accurate and truthful explanation of what happened to police.
- Whenever possible you must have a spotter when backing up to look for objects, people, and limbs. Always be aware of the height level of the box truck. When in doubt, get out and look to make sure it will clear.
- Make sure you park in legal spots at times. Do not park in a handicap or emergency zone. There is a \$250 fine and the driver will be responsible for payment. Drive carefully and responsibly. Remember our phone number is on the van and if you irritate anyone or drive irresponsibly, people **WILL** call the office.
- Driver's are responsible for their own speeding tickets, red light tickets, parking tickets.
- Turn in tolls and parking receipts to the office for reimbursement. We have a **Sunpass** sticker on each vehicle for automatic passing at all Sunpass toll boxes.

Arrival Times For Schedule for Deliveries

- You should arrive 45 minutes before the delivery leave time for your first delivery. Upon arrival you should get your packing needs done for each delivery.
- Put proper serving utensils with food.
- Put ice in sink if available and drinks and cups on counter nearby.
 - If no sink is available, use the lid of a platter or ask the client where you should put it.
- When you set up you should take the plastic wrap off of the food and then lay it on top of the food so it is easy to remove.
- Do **not** leave driver's copy of invoice. Leave the sealed envelope for the rep and/or the client.
- Be careful that you do not damage client's doors, flooring etc. during delivery process.

Delivery Driver Side-work

- Driver's side work consists of stocking all of the sodas in cooler number 4, stocking the paper goods and utensils for deliveries,
- Sorting silverware, help with material washing (laundry), prep
- Stock van or your kit with menus and business card .
- If you do not feel that you have sufficient time to get to your delivery, please talk with an owner, Donna, Bryan or Gretchen so we can come up with another plan.
- Be frugal with what you pack, only 1 or extra plates and utensil sets. Bring back anything that isn't needed. These items are surprisingly costly. You will need to pack utensils for all of your platters (1 tong per platter), small spoons for dressings, large spoons for hot entrees with sauces, butter knives for butter, etc
- You **must** check out with a kitchen staff to double-check everything before leaving.

Delivery Driver Arrival to Location

- When you arrive to your delivery location you should check in with the client or the front desk receptionist and tell them who you are and who you are delivering for if applicable (for example: "I am so and so with Delectables Fine Catering delivering for Anna with Merck Pharmaceuticals. Where would you like me to set up the lunch"). Be courteous and be sure to leave menus and business cards at every order location.
- When you set up you should take the plastic wrap off of the food and then lay it on top of the food so it is easy to remove.

Van Maintenance

- Each time you get into the van you need to check the van for fuel.
- You need to be cautious of oil lights and general maintenance of the truck. Check oil change notification sticker and notify management if maintenance is needed. Also notify management if there is something that needs to be repaired such as a light out, etc. Please be sure that the van is filled up after your delivery if it is less than half full. We have our own gas pump on sight so just ask one of warehouse workers to fill it for you.
- If you need to get gas at a gas station we will reimburse you. Please keep the receipt.
- Please be sure to carry a debit or credit card with you in case you need to purchase any items for an emergency.
- Your van needs to be cleaned out after deliveries: clean out the ashtray, bread racks, clean out trash including beverages.

What To Do If You Are Going To Be Late

- If you are going to be late you must notify the client and tell them. If you are repeatedly late there is a time management issue that needs to be addressed. If you are going to be substantially late for an order you need to contact management immediately so we can decide if we can send someone to help. Every time we are late the client gets nervous and they may even expect a refund. It is better to be 15 minutes early than 10 minutes late. Late orders are not acceptable. Please keep in mind that late orders due to driver fault do not get tips issued for delivery drivers.
- Most of our client's are Pharmacy Sales Reps, who on a very tight schedule and they order lunch with us to get 10 minutes of the doctor's time to share information on their products. Each pharmacy rep places thousands of dollars worth of orders each year. Please treat all of our customers like gold. They create jobs for **you!**

Please Keep This Manual For Future Reference.

Bartender's Manual

Bartender Job Descriptions

- **Bartenders Paid Direct:** We occasionally recommend bartenders for our events. The client pays the bartenders direct. Our bartender recommendation list is given out according to seniority. Bartenders are responsible for collecting their money from the client. The bartender is expected to provide their own bar kit t include: cork screw, bottle opener, knife, shaker and pourers. **Delectables Fine Catering is not responsible for bar staff and we do not provide liquor insurance. You must sign an agreement that you understand and accept this before you will be recommended.**
- **Supervisors:** Do **not** let pay-direct bartenders sigh in or out!
- **Bartenders with DFC: We also provide Liquor Catering.** For this option you are paid an hourly rate plus automatic gratuity by Delectables Fine Catering. You must become TIP certified. (an Internet course) and you **cannot** put out tip jars at events. You may accept tips and put them behind the bar however.

Delectables Fine Catering Bartender Agreement

Pay rate for Delectables Bartenders:

- Bartenders with Delectables Liquor will now be paid on the books and not direct. We have recently acquired a liquor license and insurance. Pay-rate will be \$12 plus gratuity. We will try to go by seniority for shifts whenever possible.
- Pay-rate for Contracted Bartenders Paid Direct:
- If a client orders a bartender only without liquor services we may recommend a bartender for direct pay (pending availability). This recommendation would mean that you are NOT an employee of Delectables and will not be covered under liquor liability, workers comp, etc. The pay-rate recommendation will be \$100 plus gratuity. If you work as a bartender direct pay you can NOT wear any Delectables logo attire (no DFC name tag or tie with our name on it) We offer this service as a convenience to our customers and **we will not assume any liability for bartender who are hired at direct pay.**
- **Job Duties:** You must set up and break down your bar and throw away the garbage at the end of the shift. All liquor bottles must be accounted for. You will need to save all empties so inventory can be done by an owner. When applicable pack up customers bar supplies at the end of the night for them to take home. *If any bartender takes home any bar products at any time without the permission of an owner it will be grounds for immediate termination! Who have a zero tolerance for theft.*
- **Supplies: You are expected to provide your own supplies:** 2 wine openers/bottle opener, ice scoop, ice bin, shot measuring pourer, shaker/pourer, small cutting board and knife, attached sign to be displayed at all events for legality reasons. You may also provide a little accent material, height for front of bar with a few props if you like. These items are supplied as a back up in all

bar kits. Bartenders are in charge of making sure these items are returned to the bar kit. If they are not returned it will be deducted from your pay.

- **Dress Code:** Since you will now be considered an employee of Delectables the dress code will be the same as the server attire: **Black or White Oxford** (or black polo shirt for more casual events) black pants, flat black shoes, long men's tie or DFC name tag) Aprons will not be needed for bartenders.
- **Tip Policy:** Our policy on cash tip solicitation is that we do **not** allow solicitation of tips unless the client suggests it. Tips may be accepted but not solicited for. In other words, keep the tip jar behind the bar. We don't want a big tacky water pitcher on the bar that says "TIPS" on it. Tip jars are **never** acceptable in a home atmosphere.
- **Legal Issues:** You must provide the notice below at all events for legal purposes. We do not allow shots of any kind, happy hours or 2 for 1 specials at any time. All of our liquor catering must be done with food on sight. Food catering must exceed the liquor sales. Bartenders are still personally responsible for their patrons' well fare. **Never** serve someone who appears to be intoxicated at any time. **Never** serve someone who is under the age of 21 at any time. **Never** serve someone who is known to be the designated driver more than two drinks. Card **every** patron who might be of questionable age.

Display this sign at all events (it's in your bar kit):

NOTICE
YOU MUST BE 21 YEARS OR OLDER TO GET LIQUOR, WINE OR BEER FROM THIS BAR.
Anyone who appears to be under the age of 30 will be carded to be sure they are of legal age.
Bartender reserves the right to refuse service to anyone who appears to be intoxicated.

TIPS Seminar: All bartenders are required to have TIPS bartender training. You can take the course on line at www.tipsalcohol.com/courseinfo-html or contact our office for a free copy of the course.

Service Staff Manual

Scheduling for Service Staff

Most scheduling is done on Mondays, so that's the best time to call for assignments. Server, Bartender and Chef positions are on an On-Call basis. We work at various locations such as St. Petersburg Coliseum, Ruth Eckerd Hall, Matheos Hall, Private Homes, Churches, Temples, etc.

Pending reference checks, you would be put on our list and called when function staff is needed. It is **your** option to say “yes” or “no” depending on your schedule. Most events are on weekends. Staff who show up on a timely basis, work hard, have a positive attitude and seldom call off on short notice are moved up in seniority and given more shifts. Day-of-Event call-offs usually result in removal or bottom placement of the schedule. We expect you to show up when you agree to work! However, you are not penalized if you simply say you are unavailable. **Most importantly, once you commit to an event, please be professional and keep your commitment.**

Guest Contact for Service Staff

You should all be presenting yourselves in a professional manner. Please refrain from standing in groups, standing idle, or with hands in pockets in guests' view. **Always try to serve from the left and clear from the right when possible.** Pouring coffee and water should be done from the right. **Always finish serving one table before starting another.** Remember, your guests are waiting for you to finish serving the table before they can begin eating. If you have to go back into the kitchen to get more food, their food will be getting cold. **Don't take off the plate cover until the very last minute.** We go through a lot of trouble to keep food hot and this practice helps to keep the food hot. When passing hors d' oeuvres butler-style, please try to go to all the guest tables before going back to the same people “whistling” for you to come over, polite people should be taken care of too! Always save hors d' oeuvres for the wedding party and take extra care of them and their families. Remember that they pay the bill and the tip!

Tool Boxes, Supervisor Kits and Storage Containers

We take a lot of time and effort to stock these kits. Anything removed needs to be returned and neatly placed in the proper, designated spot. For example, we are often missing extension cords, pens and business card holders because they are not always put away at the end of the evening. These kits should always be packed last. Be sure to replenish little things like three-prong plugs, business cards and extension cords, which often get left behind.

Buffet Decor

Buffet setup should always start with risers for a variety of heights. Then gather banquet cloths around and skirt, (do not pull banquet cloths tightly so you can place bowls in corners, etc.). Loosely lay accent billowy accent material across the buffet. Add props and décor. Always start a buffet with the least popular items such as salad, cheese, fruit, and cold Hors D' Oeuvre. Place the most popular items such as hot Hors D' Oeuvre, Chateaubriand and Shrimp at the *end* of the buffet for proper portion control.

Serving Patterns

- Whoever has head table and family tables will be the key for entire room. **Please do not serve your table until the head table has been served..** The same applies for clean up.
- Also, try to serve your tables as quickly as possible. Finish a complete table before serving another table. Waiting for every guest to finish before clearing may result in dragging the night on for hours. **Remember, we are banquet servers not fine dining servers; we need to try to time our entrees, coffee service, etc. all at the same time.** *When a customer asks for coffee as you are serving the entrée, tell them you will be happy to bring it to them as soon as you have finished serving all the hot food.* Refill water and coffee after salad, entrée and desserts are served (after each course).
- The Supervisor should always be assigning stations for events. You are responsible to serve and clean up your assigned station. However, you also need to help others in their station if their food has not been served. We work as a team. For large banquets we have group stations and we sweep the room from the front to the back. Some staff is assigned as a runner and others as a server.
- Special attention should be paid to the VIP and head tables at events. Remember these are people paying for the event and your gratuity.
- Set up the tables as uniform as possible. When possible the room looks much better when the salt and pepper and sugar and creamer are in the same location at every table.
- Table numbers should always face the entrance to the room so guests can find the tables easily.
- Put B&B's under the drink dispensers to catch drips. Putting a bevnap on top collects the liquid and makes it look a little neater. It's also nice to have a B&B on the buffet for utensils to be placed when you are able to do so.

Breakdown Station

In order to properly care for our equipment we do the following bread down procedure.

- We prefer to have one person gather these items at the end of the shift but if that isn't possible put S&P, table numbers and sugar and creamers off the tray into their proper container immediately after entering the break down area. Please do not put them with the dirty dishes to avoid getting them slimy.
- Always try to separate silverware, different plate sizes and put glassware into the proper racks. Remember not to mix water glasses and wine glasses in the same racks.

Gratuity Policy

- Gratuities are distributed at management discretion and they go in to a “tip pool” so that servers who work bridal shows and free events also get gratuity. Equal work among staff is a consideration upon disbursement, as well as the amount of hours worked. We take into consideration if one server had to work a much longer shift than another, kitchen staff (especially for larger parties where everyone has a part in the success of the event).
- Bartenders who are paid direct by the client are not required to share their tips. **Tip jars for solicitation of tips are strictly against our policy**—although you may accept tips if they are given. Boldly advertising for them is tacky and unacceptable. Please keep in mind; we try to be as fair as possible to everyone where tips, hours worked and work distribution are concerned and in general everyone is given an equal share. Sometimes a party will give an additional tip to the staff or send in a check. These tips are divided only among the staff that worked the event. A tip pool makes it fair for servers who work harder parties where the gratuity ratio is lower, easier parties where the gratuity percentage ratio is higher and bridals show where there is no gratuity. It is rare that we receive additional tips but if you do they are evenly dispersed among the staff members according to Supervisor recommendation. If we know of a party that will be giving an additional gratuity we try to reward these events to our hardest working veteran staff.

Cleaning of Work Area at the End of the Shift

- When we work in a hall or home, we are expected to leave it in the same condition as when we entered.
- Kitchen floors, sinks, counter tops, etc. should be left spotless so we can work at the venue again. Some even fine or bar us from coming back if it isn't.

How to Carry a Tray; How to Strike a Tray

- Trays should be evenly spaced for best stability. The lids need to be on the plate snug so they don't fall off
- All staff members are expected to be able to carry at least six dinners. We do not hire anyone with back limitations because this job is labor intensive and lifting is a necessity.
- Balance the tray on your shoulder and use your chin to stabilize it if it becomes wobbly. Practice makes perfect. .
- When breaking down, pile you food onto a dirty plate in the side of the tray, silverware to the other side. Quietly scrape the plate and place cleared plates stacked on the center of the tray. If possible place a napkin over top when done so it isn't an eyesore for guests. Do not leave your dirty trays for others to carry back. Everyone must do their share. Do not wait to it is too heavy to carry it to the back.
- Ask your supervisor for a demonstration or assistance if you have **any** questions.

Discretion

If you have a problem or missing items, please do not announce this in front of the client, venue manager or bridal coordinator. Many things can be corrected without the client ever knowing there was a problem.

Call the MOD from quiet area and let them know the issue. Letting the customer know there is any issue, not matter how small, only makes them nervous that the entire event will be a disaster.

Linens

First, please **understand the difference between linens and skirting**: We **own** our skirting (which goes **around** a table), but **rent** linens (tablecloths, napkins, and the like that go on **top** of the table).

- **Linens** should be perfectly centered on the table and the hemline on the inside before putting down the china and flatware. It is hard to re-adjust once these items are in place.
- Please avoid doing the typical tent fold. Try to be creative or if you are running low on time do the elongated napkin fold that lays over the table edge which is a newer look.
- When collecting dirty linen at the end of the night, please do not wrap up papers, food pieces, and silverware with accent material. We rent our linen and it is returned to the linen company weekly.
- **If accent material or skirting is mixed with the linens we will not get it back.** So, at the end of the party, place the **linens into a plastic bag**, and **place the skirting into our tubs**. Dirty accent material and skirting should be placed in a plastic bag and put in the skirting tub to be washed. **Again, don't mix our skirting and accent material with the linens!!!**

Skirting

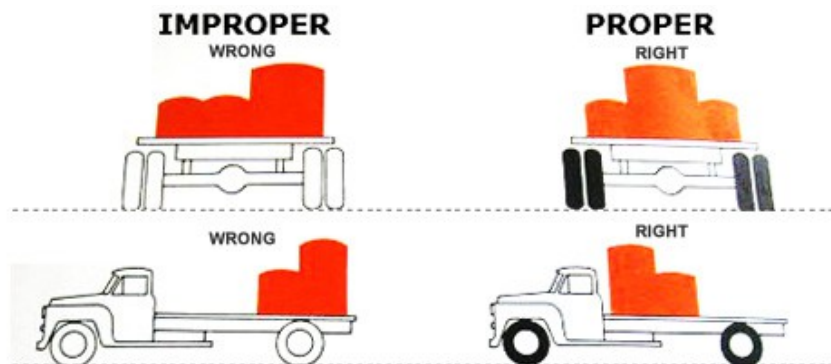
- Clean **skirting** should be neatly folded and place in skirting tub. This will insure that it always looks pressed and wrinkle free. Skirting clips and pins need to be put back into their proper bag and returned to the storage container.
- *Dirty skirting is put in plastic bag **inside** the skirting container; **do not mix it with the dirty linen**.* Always check with supervisor before removing linens and skirting from tables at conclusion of function. *If in doubt, ask your supervisor.*

Repacking, Breakage and Loss

Some items are both fragile and expensive, and need to be packed carefully at the end of the evening, such as mirrors, silver trays, heat lamp, candelabras and skirting so it will not become soiled or damaged. .

- Make sure you completely sweep the room at the end of the night. Look behind curtains, in the refrigerator, look for carts, tray jacks and dollies. These items left behind get very expensive.
- During the event, refrain from placing items in a hidden area that are bound to be forgotten at the end of the night. (For example, coffee and water pitchers hidden behind draperies.) Our goal this year is to cut down on breakage, broken props and dishes, lessening the amount of lost items, which are left at parties, or silverware, which is accidentally thrown into the garbage. Little things really do add up. Look for silverware under tables, items left in the fridge, garbage cans, dollies and carts that belong to DFC.
- When you put away equipment make sure you aren't missing small pieces. For instance we have a stack of coffee brewers that are either missing or have the wrong insert rod. This one tiny items makes the entire \$200 brewer completely useless. A total loss of money for us. A nozzle on one of the new acrylic drink dispensers was missing upon return. Now it's useless. Watching for little things will help save us money.
- All items need to be returned to their proper container before going on the vehicle.
- Packing a truck works best when you place all of the items outside of the vehicle, then pack them properly at the end of the event.
- Everything on wheels (hot boxes, blue boys, green doors, etc.) must be strapped in to secure them from rolling around.
- Please pack carefully to avoid breakage. Wedge things in to prevent shifting.
- **Place heavy items in vehicles in first-**too much weight in the tail makes driving difficult and dangerous!
- **Distribute the weight evenly, left to right.** It is dangerous to drive the vehicle with all the china loaded on one side or at the rear. And yes, we once had a truck tip over! See examples below.

Truck Loading Diagrams



Employee Training

How to Sauté

Sauté is a French word, but it is not a cooking word. Sauté means 'Jump' or 'Hop', as in a ballet move, where you jump with both feet at once.

So what the heck does that have to do with cooking?

Well, when you sauté, if you throw some small pieces of food like minced garlic, into a properly prepared sauté pan, the water on the food surface boils and makes steam, causing the food to jump!

It's pretty easy, we've all done it, but here are the five steps to doing it right:

1. **Heat** the pan over medium-high heat for about a minute. The pan must be hot before anything is added.
2. **Add** a small amount of oil and swirl it around, to cover the pan. **Wait** a few seconds for the oil to get hot-this is important!
3. **Add** the food to the pan. **Do not** put too much food in the pan, as it cools the pan and the food gets oily.
4. **Swirl** or stir the food occasionally, to prevent the food from sticking.
5. **If** the food sticks when you try and release it, it is **not** done. Let it cook a few moments longer, and it will release easily.



This is the correct amount of food to sauté. Don't sauté too much at once-the food becomes oily!

Server Evaluation

On request our supervisors are asked to give an evaluation of each server. The Evaluation is as follows:

- Dependability/Punctuality_____
- Completion of Assignments_____
- Observes Rules and Procedures/Safety Record _____
- Enthusiasm/Positive Energy_____
- Works without Close Supervision_____
- Physical Ability-Can Carry Tray/Lift Equipment _____
- Is a Team Player_____
- Proper Placement/Repacking of Equipment _____
- Works Well Under Pressure _____
- Consistency throughout Work Shift _____
- Dresses Properly/Professional /Proper Hygiene_____
- Notifies Supervisor when Leaving Work Station _____
- Respects Supervisors and Coworkers _____
- Attends training classes when offered _____
- Shows Initiative/Is Pro-Active _____

Doing these things above moves you up in seniority.

Calling off at the last minute, arriving late, or not showing up loses you seniority!

Advanced Abilities

- Can heat and disperse hors d'oeuvres _____
- Can set up and_____
- Goes decorate a buffet and stations properly_ Above and Beyond/Exceeds Expectations

- Is a right hand person to the Supervisor_____
- Can perform Specialty Chef Positions _____
- Comments:_____
- _____
- _____
- Training Evaluator:_____

Thank you for keeping these policies in mind when you work at Delectables. We are very fortunate to have such a terrific crew that works so well together

Contact Info

Delectables Fine Catering, Inc	727-781-1200
	www.delectablescatering.com
Jeff Simpson	727-452-4921 Chef and Co-Proprietor
Nick Adams	727-432-6239 Chef and Co-Proprietor
Laurie Simpson	727-432-6020 Manager on Duty and Emergencies

Please Keep This Manual For Future Reference

------(tear/cut)-----

Return this signed section to the office or your Event Supervisor:

I acknowledge that I have read this employee manual for Delectables Fine Catering, Inc. for the position of (check **all** that apply below):

Employee Name (print): _____ Date: _____

Signed: _____

Position

<input type="checkbox"/> Server	<input type="checkbox"/> Bartender	<input type="checkbox"/> Driver
<input type="checkbox"/> Kitchen		

EMPLOYMENT APPLICATION

DELECTABLES FINE CATERING, INC.

Applicant Information

First: _____ Middle: _____ Last: _____

Other names you may have gone by: _____

Date of Birth: Month _____ Day: _____ Year: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail: _____ @ _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Emergency Contact Name: _____ Phone: () _____ - _____

How did you find out about Delectables? _____

Social Security Number: _____ - _____ - _____

Employment Positions

Position(s) applying for: _____ *

Are you applying for:

- Part-time work - such as serving position? [] Y or [] N
- Regular full-time work? [] Y or [] N

Are there any days and hours that you are UN-available for work? [] Y or [] N

If Yes, please list: _____

Salary desired: \$ _____ . _____ /Hour

** Please be aware that the **majority** of our jobs for servers are on Saturday afternoons and evenings. Sundays and Friday evenings are the next busiest days. There are **very few** Monday-Thursday serving jobs. All of our serving jobs are part-time.*

Personal Information

Have you ever applied to or worked for the Company before? Y or N

Are you able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

Many jobs at Delectables require some lifting. Do you have any physical restrictions that can prevent you from doing this job (i.e. a back injury)? Y or N

If yes, explain: _____

Have you ever been convicted of a felony? Y or N

If yes, please explain. _____ (use reverse if necessary)

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Higher Education

College / University / Vocational / Military:

School name/Branch: _____

Address: _____

City, state, zip: _____

Did you graduate? Y or N Degree / diploma earned: _____

High School Education

High School:

School name: _____

School address: _____

School city, state, zip: _____

Did you graduate? Y or N

Additional Information

Do you speak, write or understand any foreign languages? Y or N

If so which one(s). _____

Do you have any past serving, kitchen, food management or sales experience? Y or N

If so, list briefly: _____

If hired as a server, our basic uniform includes a white or black Oxford cloth shirt, black slacks (**not** jeans), men's straight (conservative) tie, comfortable black shoes, and a black bistro apron (apron available from us for a nominal fee).

Do you have this or can you purchase it? Y or N

Employment History

Are you currently employed? Y or N

If you are currently employed, may we contact your current employer? Y or N

Below, please describe past and present employment positions, dating back five years.

Please account for all periods of unemployment. Even if you have attached a resume, this section must be completed.

Most recent job experience first, please.

Name of Employer: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

Name of Employer: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

Name of Employer: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Y or N

References

List below three persons who have knowledge of your work performance within the last five years. Please include professional references only.

Name - First and Last: _____

Telephone Number: _____

Occupation: _____

Number of Years Acquainted: _____

Name - First and Last: _____

Telephone Number: _____

Occupation: _____

Number of Years Acquainted: _____

Name - First and Last: _____

Telephone Number: _____

Occupation: _____

Number of Years Acquainted: _____

Please Read and Initial Each Paragraph, then Sign Below

_____ I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

_____ I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice from the company. I understand that there is a 90 day probationary period.

_____ I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Name (printed): _____

Applicant's Signature: _____

Date: _____ / _____ / 20_____

Thank you for taking the time to apply to

*Delectables Fine Catering, Inc.
969 Virginia Avenue
Palm Harbor, FL 34683
727-781-1200*

“The Bay Area's Most Prestigious Caterer”