



Events Set Up, Delivery Driver & Warehouse Assistant

Mise en Place Ltd. is a family-owned Caymanian company; our mission is to continually grow our customer base with a focus on quality and sustainability. Join our team as we help make Cayman a tastier and greener place to be. We are searching for an Events Assistant/Delivery Driver to join our Warehouse and Events Team.

Knowledge

Must be able to drive all delivery vehicles in fleet, have current Cayman Islands Food Hygiene certification, fluent in English (written and oral), and excellent customer service knowledge.

Skills

Food Delivery Persons must be:

- Well-organized
- Excellent drivers with clean driving record
- Excellent food handling skills
- Great communication skills and can build strong relationships with clients
- Good basic accounting skills
- Experience in multi deliveries

Abilities

The ideal candidate for this position must be available to work nights, weekends, and holidays. The Job is physically demanding and requires the ability to lift up to 50 kilograms unassisted, stand for long periods of time, and requires constant loading/unloading of delivery vehicles. Delivery Persons must have an agreeable and pleasant disposition, willing to turn their hand to whatever is asked of them.

Requirements:

- Monitor inventory, checking orders before delivery to ensure that the correct products have been made, and are accurate.
- Liaise, discussing quotes and menus details with the sales coordinator, sales team, and the Executive Chef of any issues.
- Monitor and manage the availability of liquor and soft drinks, when required.
- Transporting items to customers at their desired locations.
- Loading and unloading company products, delivery/pick up and set up all events, working bar when needed.
- Maintaining and compiling accurate delivery records and reports, reporting all delivery-related problems to senior management.
- Ensure that all safety policies and procedures are adhered to.
- Handling cash, credit, and debit card transactions, ensuring charges are accurate and returning correct change to patrons, balancing the cash register.
- Maintaining a clean work and dining area by removing trash, cleaning tables, and washing glasses, utensils, and equipment.
- Be able to set up high-end buffets and food stations for all events as per Mise en Place standards.



- Setting up and breaking down of bars, food areas, decorations, loading and offloading the truck before and after events.
- Keep abreast of and comply with the latest health and safety laws and regulations and participate in event training.
- Maintaining high personal grooming standards and professional demeanor
- Implementing and assisting with daily event inventory to ensure all MEP pieces of equipment are stored properly and accounted for in our warehouse at the end of each shift.
- Collecting and returning rental items, writing labels, informing sales and event coordinator when equipment or items are broken or missing
- Maintaining a clean, orderly event warehouse
- Strong organizational skills.
- Meticulous attention to detail.
- Multi-tasker with a strong work ethic.
- Superior interpersonal skills.
- Creativity.
- Ability to diffuse tense situations and resolve conflicts.
- Willingness to work during peak hours, including nights, weekends, and holidays.
- Ability to walk, stand, and occasionally carry heavy items in a fast-paced, stressful environment.

Years Experience 1-2 years

Salary Minimum \$7.50 KYD p/hour

Salary Maximum \$10.00 KYD p/hour

Qualified Caymanians will be given first preference. Only those persons shortlisted will be contacted.

To submit your application please visit: <https://miseenplace.bamboohr.com/careers>