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		Print Date: September 11, 2026

Position Title:	Lead Catering Crew
Department & Location:	AMT Food & Beverage – JNO & SIT
Supervisor:	Food and Beverage Manager
Status:	Seasonal
Effective Date:	August, 2026

Summary for Lead Catering Crew

The catering team prepares fresh Alaskan-sourced seafood, Alaskan exotic game meats, and locally grown vegetables to create a unique dining experience for our guests. Service takes place onboard our tour vessels and at our remote island lodges in Southeast Alaska. All crew members pull inventory and supplies daily and are assigned to prep work on the dock or at the lodge, depending on business need. Crew is transported by vessel to and from the Island each day. Crew Members will work as part of a team to prepare a quality menu and consistently maintain an impeccably clean kitchen and dining area. The Lead Catering Crew team member is responsible for additional setup and prep duties. ***This is a shore-based position.***

Essential Duties & Responsibilities for Lead Catering Crew

- Set up the lodge dining room for each tour.
- Arrange buffet with delicious and attractive Alaskan foods, flowers, and accents.
- Set up the food stations accurately in a clean, organized manner before and after all services.
- Prep, plate, and place food on rolling racks for quick distribution aboard our vessels.
- Work as a team to ensure each recipe and workstation is properly staffed and executed to prepare food.
- Wash and sanitize tables, vacuum carpet, polish all utensils, wash windows, and clean restrooms between tours and at the end of each tour day.
- Maintain and restock the retail shop.
- Transfer inventory, food, supplies, and waste materials from the Auke Bay storage facility to Orca Point Lodge, and vice versa. Rotate all food products in a first-in, first-out format.
- Maintain a clean appearance and uphold positive cultural standards.
- Must be able to maintain a professional attitude toward guests and coworkers.
- Must be able to greet and interact with guests in a friendly and personable manner.
- Must be able to work as a team and communicate effectively with crew and leaders to provide a quality experience for guests.
- Serve food and drinks to guests with high levels of hospitality.
- Enhance experience for guests by answering questions and assisting guests with specific problems/requests.
- Memorize and be able to describe the food being served to answer questions accordingly.
- Assist other crew in areas such as food prep, bar, retail, and maintaining lodge appearance.
- Be in continual compliance with food health and safety regulations and guidelines.
- Special projects may be assigned as required by the business.

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Minimum Qualifications (Knowledge, Skills and Abilities) for Lead Catering Crew

- Must be at least 18 years of age.
- Valid, unexpired Alaska Training for Alcohol Professionals (TAP)
- Valid, unexpired Alaska Food Handlers card
- Valid US driver's license and a clean driving record.
- Previous experience in food service and customer service.
- Must pass a security background check.
- Professional, friendly attitude
- Must be clean, well-groomed, courteous, honest, punctual, and most important, reliable.
- Able to effectively prioritize in busy or stressful situations.
- Able to effectively work on a team.
- Flexible and willing to learn.

Preferred Qualification for Lead Catering Crew

- Previous experience in the hospitality, tourism, travel, or outdoor recreation industries.
- Public speaking experience.
- 1+ years food service experience with progressive responsibility.
- Valid, unexpired USCG-approved CPR/First Aid card.

Traits and Characteristics for Lead Catering Crew

To deliver world-class experiences guided by the following Alaska Native cultural values safely and sustainably.

Follow & Deliver Core Values for (Lead Catering Crew)

- **Safety First:** We prioritize our guests and team members' safety and well-being, ensuring secure and enjoyable experiences.
- **World-Class Employment:** We strive to be a world-class place of employment, valuing hard work, mentorship, a sense of ownership, and opportunities for career growth.
- **World Class Guest Services:** We are committed to exceeding guest expectations, delivering world-class experiences that showcase our hospitality and the beauty of Alaska.
- **Collaborative Professionalism:** Embracing collaboration within our organization with a professional spirit, understanding that amidst laughter and play, our dedication to excellence and integrity remains unwavering.
- **Community Collaboration:** Actively choosing to partner with neighbors and the community across Alaska, making a conscious effort to support local businesses and create social and economic opportunities through meaningful cooperation beyond our organization.
- **Sustainability at Our Core:** We are dedicated to sustainable operations for future generations.
- **Curiosity & Innovation:** We encourage a culture of curiosity and innovation, striving to be early adopters in technology and staying ahead in our commitment to continuous improvement.
- **Integrity-Driven Decisions:** Integrity guides every decision we make, ensuring transparency, honesty, and ethical conduct in all aspects of our operations.

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- **Cultural Respect & Sharing:** We deeply celebrate and honor our Alaska Native heritage, fostering intergenerational connections, embracing family values, and contributing to the cultural richness of our communities.

Environmental Conditions for Lead Catering Crew

The environmental conditions are those that an employee may be subject to while performing the essential functions of this job.

- Include moderate to loud noise levels, all weather conditions, and frequent use of required protective clothing including raingear and life preserver.
- Kitchen and front-of-house environments with high and low temperatures, slippery surfaces and sharp tools.

Physical Demands for Lead Catering Crew

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to stand for long periods.
- Occasionally required to lift and/or move up to 50 pounds.
- Ability to walk on uneven deck surfaces crossing from vessel to vessel.
- Ability to lift arms/objects overhead.
- Ability to bend, twist, crouch, kneel and squat.

Work Environment for Lead Catering Crew

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job.

- Must be clean, well-groomed, and dressed in uniform at the start of every shift.
- This is a fast-paced and dynamic work environment with a diverse workforce.
- Ability to work a flexible schedule to include weekends and holidays during the tour season.
- Must adhere to AM Owner Group, & Affiliated Companies, and the United States Coast Guard Consortium Drug & Alcohol Policies & Procedures.

Supervisory Responsibilities for (Lead Catering Crew)

☒ Yes ☐

Acknowledgment

I have reviewed the above job description, including the physical requirements and the environmental conditions. I acknowledge that I can perform these job duties with or without reasonable accommodation. I understand that if I need accommodation to perform the essential functions of my job I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Received and Accepted By:

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Signature: _____ Date: _____

Printed Name: _____