



COMFORT CATERERS

INCREDIBLE FOOD. UNFORGETTABLE HOSPITALITY.

CATERING LOGISTICS DRIVER JOB DESCRIPTION

Reports To: CEO

Employment Classification : Non-exempt | Part-time / Full-time

Location: Onsite / Event and/or Client Locations

Schedule: Flexible; early mornings, evenings, weekends, and event-based hours required

POSITION SUMMARY

The Driver at Comfort Caterers is responsible for the safe, timely, and professional transportation of prepared food, equipment, staff and/or catering supplies from the kitchen to multiple event and client locations. This role plays a critical part in ensuring seamless event and client execution by protecting food quality, maintaining delivery timelines, and handling equipment with care and accountability.

The Driver represents Comfort Caterers at client-facing events, client locations and is expected to uphold the company's standards for professionalism, safety, and service excellence. This position does not include supervisory responsibilities.

ESSENTIAL DUTIES

Transportation & Delivery

- Safely transport prepared food, equipment, staff and catering supplies to and from event and client locations
- Load and unload vehicles while maintaining food quality, temperature control, and equipment integrity
- Follow assigned delivery routes, schedules, and timelines to support event and client readiness
- Perform basic pre- and post-trip vehicle checks and report concerns promptly

Event and Client Delivery & Support

- Assist with delivery setup and breakdown at event and client locations as needed
- Support kitchen and event and/or client teams during loading, unloading, and staging activities
- Ensure all food, equipment, and supplies are delivered accurately and accounted for



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Food Safety & Compliance

- Maintain food safety standards during transportation, including proper handling and temperature control
- Secure food and equipment appropriately during transit to prevent damage or contamination
- Follow all company safety policies and applicable transportation regulations

Equipment & Inventory Handling

- Assist with tracking delivered and returned catering equipment and supplies
- Handle catering equipment carefully to prevent loss or damage
- Communicate missing, damaged, or malfunctioning items promptly to kitchen or operations leadership

Coordination & Communication

- Communicate clearly with the Kitchen Manager, Operations, Event and Client teams regarding delivery status, timing, or issues
- Notify leadership of delays, route changes, or on-site challenges as they arise
- Represent Comfort Caterers professionally and courteously at all client and event locations

QUALIFICATIONS & EXPERIENCE

- Demonstrated ability to perform delivery or transportation duties in professional, time-sensitive environments
- Valid driver's license with a clean driving record
- Working knowledge of safe driving practices and basic vehicle operation
- Understanding of food handling and safety requirements during transportation (training provided as needed)
- Strong attention to detail and accountability for food, equipment, and delivery accuracy
- Dependable, punctual, and prepared for scheduled shifts, event and client assignments
- Ability to follow delivery instructions, routes, and timelines with consistency
- Flexible availability for early mornings, evenings, weekends, and event and/or client -driven schedules
- Ability to work independently with minimal supervision while maintaining professionalism



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KEY COMPETENCIES

Safety & Compliance

- Consistent adherence to transportation safety, food handling, and company policies
- Accountability for safe vehicle operation and secure handling of food and equipment

Reliability & Timeliness- Dependable attendance and punctual arrival for scheduled deliveries, events and clients; Commitment to meeting delivery timelines, event and client requirements

Professionalism & Brand Representation

- Professional demeanor and respectful communication at all client and event locations
- Ability to represent Comfort Caterers' standards of excellence and service

Organization & Accountability

- Accurate handling, tracking, and return of catering equipment and supplies
- Attention to detail when loading, unloading, and staging deliveries

Communication & Teamwork

- Clear communication with kitchen and operations teams regarding delivery status
- Collaborative approach to supporting client and event execution

Problem-Solving & Adaptability

- Ability to respond calmly to route changes, delays, or on-site challenges
- Willingness to adjust plans to support successful client and event outcomes

WORK ENVIRONMENT

- Fast-paced, client and event-driven transportation and catering support environments
- Work performed in commercial kitchens, company vehicles, off-site client and event locations, and catering venues
- Exposure to varying weather conditions during loading, unloading, and transit



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- Exposure to food products, catering equipment, and cleaning materials
- Work pace and conditions may vary based on client and event schedules and delivery demands

PHYSICAL & SCHEDULE REQUIREMENTS

- Ability to stand and walk for extended periods
- Ability to lift, carry, and move food items or equipment up to 50 lbs. as needed
- Ability to load, unload, and maneuver catering equipment and supplies safely
- Ability to perform the essential functions of the role safely and effectively
- Flexible schedule, including early mornings, evenings, weekends, and client and/or event days as required

OTHER DUTIES

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice, based on business needs.

SIGNATURE

I acknowledge that I have read and understand the duties, responsibilities, and expectations outlined in this job description. I understand that this job description is not a contract of employment and that duties and responsibilities may change as the company's needs evolve.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____



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