



# IATSE LOCAL 411

International Alliance of Theatrical Stage Employees, Moving Picture Technicians,  
Artists and Allied Crafts of the United States, its Territories and Canada

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## **CRAFTSERVICE PROVIDER JOB DESCRIPTIONS**

### **KEY CRAFTSERVICE PROVIDER**

The duties of the Key Craftservice Provider shall include the scheduling and assigning of duties within the Craftservice department, maintaining department time sheets/deal memos, and handling daily crew staffing requirements when necessary. The Key Craftservice Provider will consult with the 2nd Assistant Director regarding craft serving requirements for the next shooting day, act as contact person to the craft company who provide the craft truck and food stock, coordinate the pickup and return of the craft truck to/from the shooting location and/or craft shop and supervise and direct any Daily Craftservice Providers that are on set that day.

The Key Craftservice Provider shall direct the purchase of approved stock items as necessary as per the Producer or Production Manager.

The Key Craftservice Provider shall coordinate together with their assistant to ensure the preparation, maintenance, cleaning and storage of all goods and equipment required by the Craftservice Department. This includes maintaining the craft kitchen and/or craft truck\* and, if required; a craftservice station on or near the shooting set, drinks and snacks as needed to base camp or other satellite locations (such as splinter unit), and a craftservice station for background holding and any water stations or drinks for lunch and on set as per the Producer or Production Manager.

S/he is also responsible for ensuring that the shooting crew and cast are provided with breakfast, snack and drink items as approved by the Producer or their duly authorized representative in compliance with the various union contracts. S/he is also responsible for ensuring approved stock items are available and replenished as required and shall report significant stock discrepancies to the Producer or Production Manager immediately. S/he shall supervise and direct any Daily Craftservice Providers that are on set that day.

### **ASSISTANT CRAFTSERVICE PROVIDER**

The duties of the Assistant Craftservice Provider shall include assisting the Key Craftservice Provider in all craft service duties.

This includes ensuring the preparation, maintenance, cleaning and storage of all goods and equipment required by the Craftservice Department. This includes maintaining the craft kitchen and/or craft truck\* and, if required; a craftservice station on or near the shooting set, drinks and snacks as needed to base camp or other satellite locations (such as splinter unit), and a craftservice station for background holding and any water stations or drinks for lunch and on set as per the Producer.

**REPRESENTING PRODUCTION COORDINATORS, CRAFTSERVICE PROVIDERS  
AND HONEYWAGON OPERATORS IN THE PROVINCE OF ONTARIO, CANADA**



## **CRAFTSERVICE PROVIDER JOB DESCRIPTIONS Continued...**

S/he is also responsible for ensuring that the shooting crew and cast are provided with breakfast, snack and drink items as approved by the Producer or Production Manager in compliance with the various union contracts. S/he is also responsible for ensuring approved stock items are available and replenished as required and shall report significant stock discrepancies to the Key Craftservice Provider immediately. S/he shall also assist in supervising and directing any Daily Craftservice Providers that are on set that day.

### **BACKGROUND CRAFTSERVICE PROVIDER (14 HOUR OR 6 HOUR)**

The Background Craftservice Provider works under the direction of the Key Craftservice Provider and the Assistant Craftservice Provider in providing the background performers with snack and drink items and breakfast and/or substantial as directed and approved by the Producer or Production Manager. S/he is responsible for maintaining the background performer craftservice station(s).

### **COMPLIANCE DRIVER CRAFTSERVICE PROVIDER (6 HOUR)**

The main function of the 6-Hour Craftservice Provider Compliance Driver is to pickup and return the craft truck to/from the shooting location and/or craft shop.

S/he are also to assist the Key Craftservice Provider and Assistant Craftservice Provider in packing up the craftservice equipment and preparing the craft truck for departure and safe travel. This may include such tasks as assisting with breaking down the set and/or background craftservice station(s), assisting with cleaning dishes, securing items on the truck for travel, loading coolers and other craft related items onto the craft truck.

It does not include preparing and/or trayng food to cast and crew or relieving/replacing any Craftservice Provider.

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**All Craftservice Providers** must possess a current certificate from an accredited Safe Food Handling Program (Food Handler's certificate) and any relevant licenses and/or certificates that may be required by laws established at the location(s) the Company may be working at or required under this agreement or by union policy.

**NOTE:** All Craftservice Providers are required to regularly lift heavy items such as coolers full of ice and drinks, 19 Litre water jugs, craft truck stairs, etc. All lifting is to comply with the Ontario Health and Safety (OHSA) Regulations describing safe lifting.

*\*Reference to "Maintaining the craft truck" refers to the work area of the Craft truck as it pertains to the job of Craftservice and not the maintenance of the vehicle itself or its equipment provided by the craft company/supplier.*