



## LAUDERDALE YACHT CLUB

### **JOB DESCRIPTION**

**POSITION TITLE:** Food Runner.

**REPORTS TO:** Clubhouse Manager and Food & Beverage Managers.

**CLASSIFICATION:** Non-exempt.

#### **EDUCATION AND EXPERIENCE:**

1. High School diploma or GED desirable.
2. One month related experience or training.
3. The ability to read, write and execute basic math skills.

#### **JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:**

1. Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
2. Knowledge of and ability to perform required role during emergency situations.

#### **JOB SUMMARY (Essential Functions):**

Ensures prompt and polite service to the Members and Guests. Serves as the liaison between the kitchen and servers. Carries food trays to appropriate tables and serves food to Guests.

#### **TASKS/DUTIES:**

1. Assists servers.
2. Ensures all service stations in the kitchen are stocked and ready for service.
3. Ensures plated hot food leaves the kitchen quickly.
4. Carefully matches all food items to correct orders.
5. Carries food trays to tables using the correct seat positions on the ticket.
6. Maintains cleanliness of service stations in kitchen while ensuring that the kitchen is free from clutter and that the kitchen floor is a clean and safe work area.
7. Ensures that bread, soup and other food products are available.
8. Ensures that all items in "to go" orders are correctly assembled.
9. Wipes up spills or drips on the rims of dishes and ensures the consistency of plate presentation.
10. Assists Server Assistants in the dining room with clearing soiled dishes, filling waters and setting the dining room.
11. Breaks down and cleans service stations in the kitchen at the end of the shift.

12. Reports complaints to Manager on duty when received.
13. Responsible for storing equipment and materials properly and in the correct areas.
14. Sets up indoor meeting and outdoor banquet function areas with the appropriate equipment and materials, including tables, chairs, glasses, china and any other items requested.
15. Performs other duties as assigned.

**OTHER:**

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**PHYSICAL DEMANDS:**

The physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
2. Push, pull or lift up to 50 pounds.
3. Continuous repetitive motions.
4. Work in hot, humid and noisy environment.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_