



Tolowa Dee-ni' Nation/Lucky 7 Casino

Position Description

Title: Food Runner
Class: Service
Status: Full Time/Part Time
Supervisor: Restaurant Supervisor
Effective Date: August 17, 2021

Department: (40) Restaurant
FLSA: Non-Exempt
Pay Grade: II
Subordinates: None

Position Summary:

Delivers food & beverage orders to each guest who have placed an order using table number assigned by servers. Following Tribal, Federal, State, local and company rules, laws and recommendation.

Essential Duties and Responsibilities:

- Responsible for learning any changes on any menu or menu board including specials and promotions, prior to engaging our guest that may have changed on days off.
- Greet guests with friendly and professional salutation as you bring them their orders.
- Picks up food product for orders placed by the service staff and delivers the meal to our guests.
- Assists the kitchen and service staff as needed to maintain the highest level of food quality, presentation, and timing to optimize our guests dining experience.
- Sets up the front line with the equipment, plateware, and smallwares needed to effectively serve all food products.
- Keeps station restocked throughout the shift.
- Cleans large and small trays and tray stands to be ready for service.
- Reads order tickets as they arrive and place onto ticket minder.
- Tracks cooking times on all orders, checks finished product for proper degree of doneness, appearance, and plate presentation.
- Garnishes finished entrees according to house specifications and procedures.
- Assists the server as needed to optimize the guest's dining experience.
- Accomplishes all job duties while adhering to all safety guidelines and practices throughout the shift.
- Reports any unsafe condition, unsafe act, accidents and/or injuries to the chef or other manager on duty.
- Correctly completes closing duties at the end of each shift.
- Assists Chef and other kitchen personnel in accomplishing closing duties and kitchen cleanliness.
- Completes all side work in the front and/or back of the house as assigned and scheduled by the members of the management team.

Minimum Qualifications:

- Customer service
- Planning and multi-tasking
- Self-motivated with a high energy level
- Verbal communication
- High school diploma or GED

- Hospitality-related kitchen experience preferred

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Employee is occasionally subject to cigarette smoke.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish colors).

Work Environment:

Moderate noise, kitchen environment, working with hot and cold items.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____