



FOOD RUNNER

OBJECTIVE:

The main function of a Food Runner is to deliver food from the kitchen to member's tables. Runners are expected to assist wait staff at all times and expo food when there is no manager. We strive to exceed the expectations of our members and guests. We do everything we can to entertain and serve each member one at a time, making them feel as though we are here just for them.

Duties and Responsibilities:

- To efficiently serve food in a friendly and courteous manner. To follow the service sequence and standards of the club, according to the training manual.
- To have complete knowledge of all menu items including preparation of those items.
- To ensure that food preparation and presentations are proper throughout the members dining experience. Proper timing and coordination with the kitchen for timely food deliveries.
- To ensure proper setup and maintenance of the kitchen service station, both hot and cold lines.
- To ensure sufficient set-ups for service carts, service trays, bread baskets.
- To help clear tables and get them ready for food service. Adjust for missing silverware.
- To ensure that all silverware, glasses, B&B are polished and set according to club standards
- Knowledge of and adherence to all uniform requirements; to be professional in both appearance and manner at all times
- To fold napkins, polish B&B and prepare sections according to food service. Ex. Lunch, Dinner, Happy Hour
- Knowledge of Respect for the adherence to all staff privileges and responsibilities
- Adherence to schedules and attendance at all staff meetings
- To be prepared to greet guest in the absence of the manager. Guests are to be seated when approaching the podium.
- To work well as a team member with the entire club staff
- To be aware of all state laws pertaining to the sale and service of liquor and alcoholic beverage