Spring Run
GOLF CLUB

Job Title: Expediter	**Department:** 407
FLSA Status: Hourly Non-Exempt	**Salary Range:** $9.50 to $15.00
Reports To: Food & Beverage Management	**Issue/Revision Date:** August 10, 2017

Essential Function:
- To assist and prepare server areas for meal service at Spring Run Golf Club.

Nature of Position:
- Bring food from kitchen and serve Members/Guests.
- Help wait staff serve muffins and bread to Members/Guests.
- The nature of this position requires the individual to spend long periods of time on their feet, walking, standing or stooping and lifting.

Qualifications:
- Ability to lift and carry up to 50 pounds.
- Grooming and personal hygiene to meet standards.

Success Characteristics and Requirements:
- Outgoing personality.
- Able to work under stress, able to work at a fast pace.

Necessary Personal Characteristics:
- Detail oriented with general knowledge about a kitchen.
- Organization skills.

Principle Activities:
- Sets up kitchen and dining room server areas.
- Gather all condiments needed per entrée to be served at table side.
- Place hot and cold entrées together in an expeditious manner to ensure hot meal at table side.
- Place entrée in front of member as per seat number on chit.
- Assist in setting tables for meal service.
- Transport trays from kitchen to dining room.
- Pour water and remove used glasses, utensils and dishes from table.
- Reset table for next Members/Guests including clean and fresh linen.
- Reset dining room at end of shift.
- Check with dining room management for any additional side work prior to clocking out.

EEO Category:
- Service Worker

Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management above them.

_____   _____
Date   Employee Signature

_____
Employee Name Printed

To Supervisor: Following the employee's signature, forward to HR to be placed in employees personnel file