

# **Expediter**

**Department:** Operations  
**FLSA Status:** Non-Exempt

**Reports To:** Restaurant Management

## **Nature and Scope of Position**

Ensure that all food orders are completed within time standards, according to specifications and delivered to guest in a timely manner while meeting or exceeding STAR Service Standards.

## **Essential Functions**

- Responsible for accurate and complete food orders in a timely manner.
- Serve as the main liaison between Servers and Cooks.
- Demonstrate respect for each individual by always communicating courteously and respectfully with management team, co-workers and guest even during peak hours.
- Ensure that food quality, presentation and specifications meet support center, food safety handling and health department standards.
- Assist servers with plating and delivery of secondary items such as beverages, soups, salads and desserts.
- Exhibit integrity in all actions by meeting company standards in appearance, grooming, security and sanitation. Always shows up in a clean apron, pressed shirt, clean pants, nonslip shoes and name tag.
- Adhere to and follows all safe food handling and health department procedures.
- Maintain adequate stock levels of items need to perform job functions.
- Maintain a clean and safe work area.
- Perform all other assigned duties.

## **Qualification Requirements**

- Must be 16 years old and meet any other state age or labor requirements.
- No one under the age of 18 may operate, clean adjust or touch a slicer or mixer.

## **Certifications or Licenses**

- Not required.

## **Skills and Knowledge**

- To perform the job successfully, an individual should demonstrate the following competencies:
- Must be able to follow menu specifications and recipes, read tickets and maintain an organized and sanitary work area.
- Must be able to follow directions, work in a fast-paced, high-pressure customer responsive environment.
- Must be able to work in a team environment and communicate with co-workers and management.
- Uses sound judgment in day-to-day decisions by applying the company's vision, values and culture.
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## **Education and Experience**

- Successful completion of required training program, including watching videos, completing on-the-job checklists and written quizzes.
- Six months of restaurant experience is preferred.

**American with Disability Specifications**

Work Environment & Physical Demands – The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

When performing the duties of this job, the employee is frequently required to move throughout the workplace; sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance, stoop, kneel and verbally communicate. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.