



FSW 1 Café Runner/Prep

Reports to: Food Service Director/ Assistant Manager/ Chef Manager

Summary: Performs duties, which maintain the food service department work areas, utensils, equipment and vehicles in clean, sanitized and orderly condition. Transports Food, Service, etc to various kitchens, dinning rooms, conference rooms as required.

Supervisory Responsibilities: None

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Maintain cleanliness and good order of our work areas: kitchen, sanitation station, pantries.
- Deliver by hand or by service cart- food, serviceware, equipment from the 28th floor kitchen to the 27th floor dining rooms.
- Break down dirty and used equipment and serviceware and remove to proper areas for washing.
- Cleaning and polishing of serviceware as needed.
- Assist the servers in performance of their duties as requested.
- Care and cleaning of kitchen equipment, dish room and pot washing areas
- Washes pots, pans, trays and other cooking and serving equipment
- May wash and peel vegetables and fruits
- Operate and maintain dish room equipment according to sanitary standards
- Follows principles of sanitation and safety in handling food and equipment
- May transfer supplies and equipment between storage and work areas by hand or with the use of a hand truck
- Removal of trash, separates into designated containers, and maintain clean floor in kitchen and dining area
- Steam cleanse and/or scrubs out trash and garbage cans

Food Safety/Sanitation

- Responsible for ensuring proper presentation, portion control, and maintenance of proper serving temperatures – follows HACCP standards
- Maintains sanitation and orderliness of all equipment, supplies and utensils within work area
- Handles foods items appropriately during preparation
- Ensures proper food preparation by utilizing approved recipes and in following prescribed production standards
- Keeps display equipment clean and free of debris during meal service as assigned
- Cleans equipment, as assigned and in a timely fashion
- Cleans workstation thoroughly before leaving the area for other assignments

Customer Service

- Represents company in a courteous, efficient, and friendly manner in all customer and employee interactions
- Interacts with customers in a manner to ensure customer satisfaction
- Greets customers courteously
- Serves customers quickly, Does not allow back-ups or snags in serving lines

- Serves customer food and beverage orders quickly, in proper portions, in a courteous demeanor
- Demonstrates a complete understanding of daily menu items and explains same to customers accurately
- Relays relevant comments from customers directly to supervisors
- Interact with customers and resolves customer complaints in a friendly and service oriented manner
- Consistently exhibits the ability to keep up with peak cafeteria hours and does so calmly, accurately and efficiently
- Checks to ensure that all display foods are merchandised attractively per standards
- Serve food neatly and attractively per standard

Physical Safety

- Ensures corporate and OSHA safety standards are followed
- Follows principles of sanitation and safety in handling food and equipment
- Cleans up spills in the servey, dining area, his/her own work area immediately.

Corporate Standards

- Completes shift work, as assigned, in a timely and thorough manner in accordance with department standards
- Informs chef, supervisor, in a timely manner when supplies are low
- Follows and observes all company policies and procedures
- Follows company standards for attendance and punctuality
- Maintains professional appearance at all times, clean and well groomed in accordance with company standards
- Develops a positive working relationship with fellow workers and customers and avoids conflict
- Attends C.H.A.T. and all other training sessions
- Assist other functions as needed

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Language Skills:

Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 30 pounds. Must be capable of moving loaded service carts, weighing in excess of 150 pounds, from room to room and from floor to floor. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Other Qualifications:

Education and Experience:

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually very loud.

All employees are responsible for maintaining a hazard free environment for themselves and our customers. All employees are required to wear personal protective equipment (goggles or eyewear, gloves and aprons) when handling chemicals or other hazardous substance or when assisting in first aid.

Employees may be required to use certain mechanical, electric, sharp, heat producing, and other potentially dangerous equipment while performing job responsibilities. Employees will be instructed in the proper use, function and maintenance of all kitchen related equipment. See your supervisor for specific training procedures.

Employee Signature and Date:

I have received, read and understand the job description(s) outlining my basic job responsibilities. I understand that I may be asked to perform other duties exclusive of my basic responsibilities and any other duties necessary within the course of business.

Associate Signature Date

Manager's Signature Date

I require the following accommodation in order to perform the requirements of the position:

