

CASUAL FOOD EXPEDITOR

Location: Lewes, DE

Hourly Rate: \$12.25 - \$13.75 new rate effective 3/31/19

Opening Date: March 15, 2019 Closing Date: Until Filled

I. POSITION SUMMARY

The Casual Food & Retail Expeditor is responsible for performing a wide variety of food service functions required in the daily operation of food & retail. The work consists of setting the tone for shifts and managing the flow of order from the kitchen to the wait staff. It is imperative within this role we must ensure orders are being prepared with accuracy and the correct priority. As food expeditor, you must have excellent communication skills and experience in a restaurant's fast paced setting. All employees in this position are responsible for the cleanliness of food & retail areas and must wear the designated uniform. Employees must be familiar with, and comply with, safe food handling practices with regard to employee health and cleanliness, appropriate clothing and overall food protection. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist on the line as needed
- Ensure the efficient flow of orders from the waiters to the kitchen
- Ensure orders are being prepared with the correct priority
- Assist in the final preparation of dishes
- Check dishes before delivery for accuracy, presentation and temperature
- Eliminate obstacles in service, food preparation lines and dishwashing
- Inspect the premises according to quality and sanitation standards and assist in cleaning
- Transfer important information between the kitchen and the wait staff (e.g. when a customer has a particular request)
- Dexterity in using kitchen equipment or utensils and carry heavy trays
- Outstanding coordination and multi-tasking abilities
- Provides the highest level of customer service and professionalism to all internal and external customers
- Protect establishment and patrons by adhering to sanitation, safety and alcohol control policies
- Cleans, organizes and stocks area as needed
- Contribute to team effort by accomplishing related results as needed
- Responsible for following established safety practices while performing duties to protect self, co-workers, and the public from injury and/or illness, while properly and safely using, and caring for, DRBA equipment and facilities
- Performs other related duties, as assigned, by the Supervisors and Managers

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively communicate with guests, co-workers and supervisors
- Occasional lifting and/or carrying of up to 50 pounds (the assistance of another person and/or a mechanical device is recommended for anything over 50 pounds); occasional

stooping, crouching, bending, kneeling, twisting and/or full limb extension; up to 100% of working day will be spent standing and/or walking

- Use of cleaning chemicals
- May require working in temperature conditions exceeding 90°F, and, working over or near high temperature equipment (up to 450°F); occasional exposure to below-freezing temperatures (walk-in freezer)
- Well-organized and ability to lead and direct people
- Must be able to walk and stand during entire shift
- Passion for providing extraordinary service
- Flexibility to work a variety of shifts
- Must be upbeat, outgoing and have ability to work positively in a fast-paced environment
- Must be able to assist Guests and possess great Guest relations skills
- Ability to work effectively within a team
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. TYPICAL WORK ENVIRONMENTS

- Commercial Foodservice Operation / Food Court Stations/ Retail Shops

V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES

- Food handler certification

VI. REQUIRED EDUCATION AND EXPERIENCE

- Must be at least **18** years old
- High school diploma or equivalent or equivalent related experience
- Previous experience as a server or cook preferred
- Experience working in a commercial kitchen preferred

VII. ADDITIONAL REQUIREMENTS

- Applicants will be subject to a background check and drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Required to comply with established dress and jewelry code while on duty
- Must be available to work irregular hours, and, adapt to variable workloads and tempos

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.

