

Expediter

Location:	Tally's Dockside and C.G. Hooks Eatery
Reports To:	Vice President
Employees Supervised:	No
FLSA Classification:	Non-Exempt
Benefits Eligible:	No

Position Summary:

In the busy world of fine dining restaurants, there is the front of house: the servers and waitstaff, and the back of house: the cooks and chefs. In between these two groups is the expediter. You will communicate orders and information between the front of house and back of house, making sure that food is cooked in the right order, quickly, and presented to the customer as beautifully as possible.

Position Duties / Essential Job Functions:

1. Functions as the communications link between and among the various food production areas in the kitchen.
2. Coordinates production and assembly so servers can deliver meal orders to dining room patrons in a timely manner.
3. Makes sure the orders are being cooked in a timely fashion, so that all orders for a table are ready at the same time and make sure that once the food is cooked, servers run food to the table while it's warm and ready.
4. Explains special orders to the cooks and tells servers when the kitchen is out of a particular menu item.
5. Expeditors are also in charge of the final presentation of the plate, making sure it is dressed and garnished correctly and free from smudges or spills.
6. Acts as the last line of defense to make sure each piece of food is safe, prepared correctly and tasty.
7. Keeps company's social media sites (Facebook, Twitter, Instagram, Google+, Yelp) updated on specials, events, daily features, etc.

Qualifications:

- Proficient reading and math skills required
- Previous experience as a cook, chef or server required
- Proven ability to use senses of taste and smell for quality assurance
- Demonstrated proficiency in the use and understanding of a computer, mobile device, and social media applications

Personal Attributes Required:

- Positive attitude; maintain high level of self-motivation
- Excellent time management skills
- Ability to handle stress and fast paced environment; maintain priorities and attention to detail especially under periods of high stress and demands
- Proven leadership skills to motivate employees, resolve conflicts, and make difficult decisions
- Excellent memory and ability to multi-task
- Courteous and professional customer service skills
- Clear and friendly communication skills; ability to work with a diverse group of employees and customers
- Ability to handle confrontation and challenging customers in a professional manner

Essential Physical / Mental Requirements:

- This job operates in an environment serving food and drinks to the public.
- Must be able to lift, walk, and reach on a regular basis.
- Must be able to stand for long periods at a time without rest.
- Must be able to work in outdoor environments and handle exposure to variations in weather and conditions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Company. All requirements are subject to modification at any time for any reason at the Company's sole discretion.