



THE SPRINGS

JOB DESCRIPTION

POSITION TITLE: Expo/Food Runner

REPORTS TO: Food & Beverage Manager, Assistant Food & Beverage Manager, Dining Room Manager

FLSA CLASSIFICATION: Non-Exempt

POSITION OVERVIEW

Provide five-star service to The Springs members and guests in both a la carte dining and banquets. Provide friendly, responsive food and beverage service and ensure that all support and service is conducted and fulfilled in a way that is consistent with The Springs goals, standards, and procedures. Servers and runners are expected to have some basic cooking knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform opening duties and ensures station is stocked and clean for service
 - Serviettes, napkins, serving utensils, condiments, to-go supplies, etc.
 - Clean trays and jack stands
- Learn specials for the day
- Greet members and guests when applicable; use member's names
- Garnish plates and deliver to members in a timely fashion
- Ensure that soiled dishes, glasses, and silverware are removed promptly when member/guest is finished
- Upon leaving, thank the member and guest with genuine appreciation
- Ensure that all areas seen by members and guests are kept clean (tables, busser station, etc.)
- Attend daily pre-shift meetings; always be on time
- Handle, store, and rotate all products properly
- Perform closing duties; check with manager for any events that require set-up
- Abide by all club safety and security policies and procedures; report all unsafe work conditions and all accidents no matter how minor to management
- Perform other duties as assigned by supervisors; always check out with supervisor before leaving
- Adhere to and deliver The Springs standards and sequence of service
- Follows all rules and regulations established in The Springs Employee Handbook

REQUIREMENTS

- Working knowledge of POS systems and basic math skills
- Strong interpersonal and customer service skills
- Ability to multi-task, prioritize, and serve members in an efficient and timely manner
- Ability to learn member names quickly
- Must be able to speak and understand English to clearly communicate with members and guests

- Cheerful, friendly, and accommodating demeanor
- Able to work a flexible schedule including nights, weekends, and holidays

EDUCATION AND EXPERIENCE

- High School Diploma or GED preferred
- One year running experience in a fine dining restaurant
- Previous Country Club experience a plus
- Current Riverside County Food Handler's Card

PHYSICAL DEMANDS

- Must be able to move, lift, carry, push, pull, and place objects up to 30 lbs., 1-33% of the time
- Ability to bend, kneel, squat, or reach for intermittent periods, 33-67% of the time
- Ability to climb and lift for intermittent periods, 1-33% of the time
- Repetitive movement of arm at shoulder for intermittent periods, 33-67% of the time
- Repetitive movement of both hands for intermittent periods, 33-67% of the time
- Pushing/pulling up to 10 lbs., 33-67% of the time
- Ability to twist neck and/or body for intermittent periods, 33-67% of the time
- Ability to stand or walk for extended period of time, 67-100% of the time
- Frequently required to talk and hear, 67-100% of the time
- Requires climbing up step stools/ladders
- Requires working in both inside and outside environmental conditions
- Occasional exposure to chemical products

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.