



Job Description

Position: Foodservice Runner/Server Assistant	Created: Mar 2022
Reports To: Director Food & Beverage, Dining Room Manager, Catering & Events Manager	Last update: Jan. 11, 2023

Position Summary

The Foodservice Runner/Server Assistant will work closely with the Director of Food & Beverage, Dining Room Manager, the Catering & Event Manager and the Food & Beverage Supervisors, depending on the area assigned each shift. The Foodservice Runner/Server Assistant will provide a high-quality food and beverage experience to the members and guests of the Cataraqi Golf & Country Club Ltd. This position includes active participation in food & beverage service during events and dining, working alongside and providing support to servers and bartenders.

The Cataraqi Golf & Country Club is committed to a safe, productive, and healthy working environment for its employees therefore the Food Service Runner/Server Assistant is expected to follow all Health & Safety policies and procedures.

Key Responsibilities:

- Assist Servers and Bartenders with food running, ensuring that plates arrive to the proper guest
- Act as a Host to greet/seat guests upon arrival to the patio and dining areas. Relay information to the Servers as to the arrival of new guests
- Create a positive member/guest and fellow staff experience through friendly and professional interactions
- Be knowledgeable of all food and beverage items offered, to ensure accuracy when running food
- Practice a high level of floor awareness and clean/clear as required
- Assist with opening/closing duties, set ups and breakdowns
- Communicate to all Servers and Bartenders any member/guest comments or information provided to ensure the most positive, memorable experience
- Answer member telephone calls and provide information, take reservations
- Other duties as assigned and required
- Support a safe working environment, ensuring you are aware and work in compliance with all applicable health and safety regulations and Club policies

Work Environment/Physical Effort

- Ability to lift up to 30 lbs
- Standing and walking for extended periods of time



Work Hours

- Varies according to the Club's needs and can include occasional overtime, evenings, weekends, and holidays to accommodate the food requirements of the Club

Education /Work Experience

- Previous work experience in the food service industry is an asset

Skills & Knowledge

- Good problem-solving and communication skills
- Time management and multi-tasking skills
- Team player who is dedicated and organized
- High level of integrity with an excellent work ethic
- Ability to effectively communicate both verbally and in writing
- Ability to interpret and implement company policies and procedures
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment, interacting with people in a friendly and professional manner

Sign Off

I have reviewed this Job Description, understand it, and agree that it is an accurate summary of my duties. I also acknowledge that I was given the opportunity to have any questions regarding my description clarified.

Foodservice Runner/Server Assistant

Date

Director of Food & Beverage

Date