



Expo

Classification: Hourly

Salary Grade: Non-exempt

Reports to: Executive Chef and Sous Chef

Job Description:

Continuously upholds The Reserve at Lake Keowee's mission, values, and service expectations in everyday work performance. Processes guest's orders and ensures that all items are prepared properly and in a timely manner. Set up, execute and breakdown banquets. A restaurant kitchen's efficiency rests on shoulders of the chefs and often the food expeditor. The expeditor is responsible for setting the pace and flow in the kitchen itself. Expediter ensures that a table's orders are completed together and on time, and conducts quality control.

Essential Job Functions:

- Communicates with the host/hostess, kitchen staff, and bartender and to entire station to ensure guest satisfaction with the food and service.
- Serves courses from kitchen and service areas promptly, garnishes items with proper presentation prior to serving.
- Set up, execute and /or breakdown banquet events
- Complete all opening, closing, daily, and weekly checklists.
- Work as a team for all banquets/buffets.
- Expo must call out orders across a line and maintain composure in a loud, hot environment.
- Expo is responsible for the flow of the line, meaning he/she must receive orders from wait staff, relay them to the kitchen, monitor progress and ensure that the kitchen puts out the dishes according to the ticket's specifications.
- Because food safety and temperatures are always an issue, an expeditor monitors sanitation and proper temperatures while additional plates are prepared.
- Work hours are long and may include weekends, late nights or early mornings
- An expeditor must be quick on their feet and maintain a level of physical stamina
- A food expeditor ensures that all kitchen orders are prepared in a timely manner and according to menu and customer specifications.
- An expeditor may also finalize the presentation of the plate
- To keep orders flowing from the kitchen to the diners, an expeditor directs food runners and servers who are delivering completed orders.

Competencies:

- Reading, writing, arithmetic, and mathematics, speaking and listening.
- Thinking creatively, making decisions, solving problems, knowing how to learn, and knowing how to reason.
- Individual responsibility, self-management, integrity, time management, and sense of urgency.
- Working in teams, teaching others, serving customers, and working well with people from culturally diverse backgrounds.
- Acquiring and evaluating data, interpreting and communicating, and using computers to process information.
- Understanding social, organizational, and technological systems
- Ability to follow oral and written directions
- Complete 90 day grace period with good attendance and no write ups
- Completion of Shadowing/Training
- Maintain clean & proper uniform
- Adhere to all rules and regulations
- Must have a general knowledge of regular members
- Must pass all regular testing on Food & Beverages
- Must know all table numbers and seat numbers

Supervisory Responsibility: Expo has no supervisory responsibility

Work Environment: While working the duties of this job the employee is occasionally exposed to outdoor weather conditions. The work environment is friendly and professional and can be busy, fast-paced and energetic. Work environment is exposed to cleaning chemicals and solutions on a daily basis. The Kitchen often gets hot and humid.

Physical Demands: Must be able to stand and exert fast-paced mobility for periods of up to 6 hours in length. Must have good sense of balance, be able to bend, kneel and have ability to frequently maneuver trays weighing up to 50 pounds. Expo must have the ability to lift furniture, and banquet equipment. Must be able to walk and have full range of mobility.

Travel: No travel is expected for this position

Required Education and Experience: No prior experience is required

Additional Eligibility Qualifications: Must have dependable transportation. Expo must be at least 16 years of age.

Work Authorization/Security Clearance (If applicable): Background check and drug screening required

Other Duties: Assist Kitchen staff with prep. Work banquets when necessary.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

The employee is expected to uphold and follow all company policies and to act as an example in the adherence to the policies. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this explanation and job description:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Keowee River Club Golf, LLC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Keowee River Club Golf, LLC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Keowee River Club Golf, LLC conforms to the spirit as well as to the letter of all applicable laws and regulations.