



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Food Expeditor
DEPARTMENT:	Food and Beverage
REPORTS TO:	Food and Beverage Manager
SALARY:	Grade 3, Entry \$13.38/hourly
CLASSIFICATION:	Non-Exempt
SUPERVISES:	None
JOB SUMMARY:	This team member oversees the day-to-day operation of culinary team members, including guiding subordinate food service staff in the preparation of food and beverage items

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Maintains thorough knowledge of the Elements Restaurant menu
2. Maintains thorough knowledge of the Elements Restaurant floor plan and table numbers
3. Calls out special instructions to culinary team members and prepares side items
4. Monitors plate presentation to ensure guest satisfaction, food quality, and that the plate is visually appealing
5. Ensures dinnerware is cleaned, polished, and presentable before plate goes to the guest
6. Responsible for coordinating the set-up and breakdown of the kitchen expo line before and after meal periods
7. Ensures that all health and safety regulations are complied with and enforces sanitary practices for food handling, general cleanliness, and the proper maintenance of all food and beverage outlets and areas
8. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
9. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
10. Other duties as assigned by the Food and Beverage Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position; however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- A minimum of one (1) year of related experience and/or training is required
- A high level of expertise in food and beverage operations and service standards is required
- Knowledge of food and beverage preparation and service is required
- Demonstrated knowledge of Microsoft Office applications is preferred
- Food Handler card is required

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously stands and balances
- Frequently walks, bends/stoops, and reaches above/below shoulder level
- Occasionally climbs, kneels, and squats
- Frequently lifts/carries up to twenty five (25) pounds is required
- Occasionally lifts/carries up to fifty (50) pounds is required
- Occasionally pushes/pulls up to twenty five (25) pounds is required
- The ability to use office equipment including, but not limited to a computer keyboard, calculator, general office equipment and multi-line telephone, is required
- The ability to fulfill the physical requirements of subordinates, such as servers and dishwashers, when needed is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke

- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

OTHER INFORMATION

- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

Revised 2/5/20 kc