



Country Club of York

Contact: fseifrit@ccyork.org

RUNNER

\$14

Reporting

- Food & Beverage Managers

Qualifications

- Previous experience preferred
- Reliable transportation required
- Ability to work variable work schedule including evenings, weekends, holidays as required
- Meet physical requirements and demands of position

Job Tasks/Duties

- Ensure all service stations in the kitchen are stocked and ready for service.
- Ensure plated hot food leaves the kitchen quickly.
- Carefully match all food items to the correct orders.
- Carry food trays to tables using the correct seat positions on the ticket.
- Maintain cleanliness of service stations in the kitchen while ensuring that the kitchen is free from clutter and floor is a clean and safe work area.
- Ensure that bread, soup, and other food products are available.
- Ensure that all items in “to go” orders are correctly assembled and labeled, stapling the ticket to the bag.
- Wipe up spills or drips on the rims of dishes and ensure the consistency of plate presentation.
- Assist Servers in the dining room with clearing soiled dishes, filling the water, and setting up the dining room.
- Break down and clean service stations in the kitchen at the end of the shift.
- Report complaints to the manager on duty when received.
- Open meeting rooms and function areas before the start of the meetings and functions.
- Empty trash from meeting rooms and function areas.
- Verify all scheduled functions are set according to Banquet Event Order specifications.
- Responsible for the cleanliness and order of all public areas adjacent to banquet functions.
- Responsible for storing equipment and materials properly and in the correct areas.
- Ensure that all storerooms and equipment storage areas are orderly and clean.
- Set up indoor meeting and outdoor banquet function areas with the appropriate equipment and materials, including tables, chairs, glasses, china, and any other items requested.
- Inspect equipment for defects, cleanliness, or any maintenance that needs to be completed and report to the supervisor.
- Set lighting, props, floral arrangement, decorations, etc., as specified in the Banquet Event Orders.
- Responsible for setting coffee breaks according to Food and Beverage standards.
- Retrieve and return function linens to proper locations.
- Prepare all banquet functions for the following day according to the supervisor’s directions and Banquet Event Order.
- Perform other duties as assigned.