



[Apply Online >](#)

JOB DESCRIPTION

Position Title	Department	Reports to
Food Runner	[Department]	[Manager]
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	[Effective Date]

POSITION SUMMARY

The Food Runner is responsible for supporting the restaurant staff by delivering food and other items to guests in a professional, timely, and friendly manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Delivering food and items ordered by guests without delay, at the desired temperature and in a highly presentable manner
- Arranging the various food items properly on the table as per the seating plan
- Clearing the dishes as they are consumed
- Carefully watching tables and filling water glasses and other drinks as appropriate
- Providing friendly, gracious, motivated, detail oriented, and responsive service to create a memorable dining experience for guests
- Performing cleaning side work as assigned
- Completing all service paperwork as required
- Supporting waiters and kitchen staff in other duties as required
- Performing other work-related duties as assigned

MINIMUM QUALIFICATIONS

- Previous restaurant experience strongly preferred
- High energy and stamina are required
- Ability to stay calm and work efficiently under pressure
- Ability to prioritize job duties and manage time effectively
- Strong verbal communication skills required
- Willingness to work evenings and weekends as required
- Excellent customer service to treat patrons like family
- The ability to read menus, safety documents, etc.

- The ability to use the company's POS system

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The work that food runners do is both physically and mentally demanding. They are on their feet much of the time. Food runners must work well under pressure and exercise tact and patience when dealing with other employees and customers. Food runners typically work forty to forty-eight hours a week. However, because the restaurant serves the public and are open on weekends and at night, Food Runners may work longer, irregular hours. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk with heavy trays (up to 50 pounds). The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific sensory abilities required by this job include sight, taste, smell, and hearing. While performing the duties of this job, the employee is occasionally exposed to raw meat, moving mechanical parts, airborne particles, hazardous materials, and risk of electrical shock. The noise level in the work environment is moderate to loud.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

[Apply Online >](#)