



Position Title: Food Expeditor  
Company: The Country Club at Castle Pines  
Supervised by: Clubhouse Manager  
Updated: 2015  
Exemption Classification: Non-Exempt

#### Overview

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The responsibility of the Food Expeditor is to communicate orders and information between the front of house and back of house, making sure that food is cooked in the right order, quickly, and presented to the customer as beautifully as possible.

#### Essential Duties

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- Keep orders flowing from the kitchen to the dining rooms
- Ensure each plate is prepared neatly, properly and in accordance with customer specifications
- Prepare condiments and side dishes for each order
- Verify product temperatures
- Directs kitchen runners and wait staff who are delivering completed orders.
- Finalize the presentation of the plate
- Deliver food to the bar or dining rooms if instructed to do so by management rather than calling on servers.

#### Supervisory Duties

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None

#### Education and Experience Requirement

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A High School Diploma or GED

Working Environment/Physical Demands

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The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to stand, walk and sit. Lifting will be required.

	None	Up to 1/3	1/3 to 2/3	2/3 & More
Standing				
Walking				
Sitting				
Reaching with Hands or Arms				
Climbing or balancing				
Stooping, Kneeling, or crawling				
Talking				
Hearing				
Tasting or Smelling				
Lifting > 10 pounds				
Lifting > 50 pounds				
Close Vision Distance				
Long Distance Vision				
Color Vision				