



THE BEACH CLUB

JOB TITLE: Food Runner

DEPARTMENT: Food and Beverage

REPORTS TO: Food and Beverage Manager(s)

TYPE: Full-Time, Part-Time, Seasonal

JOB SUMMARY

The Food Runner ensures proper food delivery, plate garnishing, and menu knowledge. They act as a liaison between Front of the House and Back of the House. Food Runner's move furniture and set up for events. Runners work in a la carte and banquet positions and are available nights, weekends, and holidays.

PRIMARY JOB FUNCTIONS

- Deliver all food items as ordered, ensuring plates are garnished correctly.
- Understands menu item details, including ingredients, portion sizes, prep method, quality standards, taste, appearance, texture, serving temp, garnish, and presentation.
- Describing all items when delivered to table. (Mentions item, sauce, garnish.)
- Prepare or serve specialty dishes tableside as required.
- Perform food preparation such as brewing tea, espresso and coffee.
- Anticipates members needs and address them to server as needed.
- Act as the contact point between Front of the House and Back of the House staff and relay all information on shortages to managers and servers in a timely manner.
- Complete room set ups including moving furniture and banquet equipment according to Banquet Event Order.
- Polish plates, glassware, banquet equipment, and rolling silverware.
- Perform serving duties during banquets such as tray passing, maintaining buffets, serving and clearing courses, and beverage service.
- Flexibility to work in both a la carte and banquet settings.
- Attend all scheduled employee meetings.
- Be willing to participate in continued Food and Beverage education.
- Consistently work as scheduled and on time, wearing designated uniform, and adhering to the Club's grooming standards.
- Fill-in for fellow employees where needed to ensure members service standards and efficient operations.
- Follow all relevant health department regulations.
- Perform other duties as directed.



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SUPPLEMENTAL JOB FUNCTIONS

- Assist culinary team with plating meals for a la carte and banquets.
- Prior to delivering food, ensure table is prepared and proper flatware in place.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Perform cleaning duties, such as sweeping floors, tidying up server station, taking out trash, and monitoring bathroom cleanliness.
- Cut garnishes using knives.

ESSENTIAL SKILLS & QUALIFICATIONS

- Active listening, effective communication, patience, excellent presentation, and strong organizational abilities
- Excel in a fast-paced environment, stay focused, prioritize tasks, and maintain composure while efficiently managing multiple responsibilities
- Food Handlers Certification
- Ability to work daytime, nights, weekends, and holidays
- Basic math skills
- Team spirit

Preferred Skills and Qualifications

- High School Diploma

Supervises

- None



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PHYSICAL, ENVIRONMENTAL, COGNITIVE, AND SOCIAL REQUIREMENTS

Sitting, standing, walking, reaching, stooping, bending, twisting, kneeling, pushing, pulling, grasping: stand for long periods of time; stoop, bend, squat, climb, kneel, twist at the neck and waist, reach above and below shoulder level, push and pull including mops, vacuum cleaners, other equipment. Exposure to heat, moisture, and cleaning chemicals. Use of hands and fingers to feel and grasp, push and pull (simple and powerful) and for fine manipulation and to scrub, wipe, polish and fold.

Lifting: lift up to 35 lbs.

Speaking, writing, and active listening: Be able to use oral communication skills effectively to talk and hear both in person from close and in noisy environments; interact effectively with the public and management, and occasionally deal with distressed or quarrelsome individuals.

Critical and creative thinking skills: Able to observe and interpret people and situations; learn and remember necessary information.

Time management: prioritize assignments for example, schedule effectively and manage own time efficiently in order to complete work on a timely basis; shift focus to perform work on multiple, concurrent tasks with frequent interruptions; work well under pressure and deadlines.

Vision Requirements: Close vision, distance vision, use of both eyes to identify dirt, dust, and to read labels and instructions on cleaning products. Ability to distinguish basic colors and shades; depth perception, peripheral vision, and ability to adjust focus.

Schedules are subject to modification based on business volume and demand.

Note: Although this job description in no way states or implies that these are the only duties to be performed by the Team Member occupying this position, a review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Team Members will be required to perform any other job-related duties assigned by their supervisor. All duties and requirements are essential job functions, and subject to possible interactive discussion and reasonable accommodation for individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description may be changed, modified, or edited at any time based on the demands of the business.

My signature below acknowledges receipt of this job description. I understand it is my responsibility to review this job description and ask any questions necessary to understand its content.

Team Member Signature

Date

Human Resources Signature

Date