

THE GEORGIAN PEAKS CLUB
FOODLINE SERVER (HOT FOOD)
JOB DESCRIPTION

Date Reviewed: October 2016

BASIC FUNCTION

To ensure fast and efficient service of all hot food menu items to Members, Guests and Staff.

MAJOR ACTIVITIES/TIME

1. Responsible for start-up, cleanliness and shutdown of all required equipment on hot foodline i.e. steam table, toaster, bun warmer, soup tureens, hot dog roller, etc. 10%

2. Responsible for hot food service. Ensure that portion controls are followed, food is stored and served at proper temperatures, service equipment and serving tools are clean and sanitary. Make sure quantities of soup, chili, fries, etc. are available to meet demands. Keep work area stocked with all necessary supplies such as dishes, utensils, bread, condiments, breakfast and lunch supplies. 80%

3. React to Member, Guest and Co-Workers needs in a responsible and diplomatic manner. 5%

4. Ensure that all equipment is operating properly and operated only by those Individuals who have been properly trained. Report any problems to F&B Manager. Perform all duties in a safe manner and in accordance with Club procedures and policies and Health Board standards. 5%

RELATIONSHIPS

In order to perform this job effectively, Foodline Servers must be in contact with Members, Guests, F&B Staff, Chef and Management.

KNOWLEDGE & EDUCATION

Excellent customer service skills, organized and ability to multi-task. Needs to be a strong team player.

DAILY DUTIES

- Be ready to start work at time scheduled, not later.
- Punch in on timeclock and attach punchcard to timecard
- Turn on toaster and ensure adequate bread on hand
- Put out butter, knives and cutting board. Ensure sufficient dishware on hand.
- Turn on steam table and ensure it has adequate water
- Put out cereal, jam, butter, syrup, etc.
- Assist with preparation of coffee and hot drinks as required
- Check for adequate hot drink supplies and replenish as necessary
- Confirm daily specials each morning for breakfast & lunch specials, soup of the day, etc.
- At 10:00 a.m., turn on bun warmer and ensure adequate supplies
- At 10:30 a.m., put away breakfast supplies; refill if necessary
- Set-up for lunch - stock up plates and bowls, put out crackers, get buns, lettuce, tomatoes, pickles, etc.
- Inform Café Cleaners if hot chocolate, cream, sugar, utensils, dishware or paper goods require replenishing
- Report any problems with equipment to Chef or Management. Do not attempt to repair it yourself. All service to equipment should be done by qualified staff only.
- At the end of the shift, all equipment should be turned off, all food items should be returned to kitchen or storage areas
- Clean steam table area and re-stock plates and bowls for next day
- Offer assistance to any other Team Members who could benefit from your assistance.
- Complete your timecard and let Supervisor know that you are leaving.