

Job Description

Red Robin Position Description

Individual Record Title: Expeditor (Expo)	Reports To: Assistant Manager
Position/Job ID:	Location ID: Varies by Restaurant
Position/Code: XXX72	Department ID: Varies by Restaurant
Position/Name (Benchmark): Expeditor	FLSA: Non-Exempt
Fusion Grade:	Annual Bonus Target: N/A

I. Position Summary:

The Expediter ensures the correct items are delivered to the correct guests promptly as possible and handles any delivery inconsistencies or delays – they act as a quality control specialist on the line and fixes any orders.

II. Essential Functions:

Facilitates and expedites the flow of food from the kitchen to the Guests. Deals directly with Guests and others to ensure prompt and accurate delivery of food.

Must prepare food prep and production recipes per the current Red Robin recipe book.

Inspects goods upon delivery and verifies delivered goods match order specifications.

May be required to complete finish work before food delivery.

Handles any delivery inconsistencies or delays.

Cleans and stocks in the restaurant, performs side-work, and packages to-go orders.

Must maintain a high degree of pace and intensity for an extended period of time, have strong menu knowledge, and have ability to accurately read, organize and coordinate tickets.

Able to adhere to schedule and be on time for shifts.

Operate and participate effectively in a team environment

Physical Effort

Lifting- up to 10lbs constantly, up to 50lbs occasionally, up to 100lbs infrequently.

Lifting from floor to waist constantly and overhead infrequently.

Exposed to cleaning chemicals.

Color and depth perception required for vision. Needs both near and far vision.

Twists frequently and reaches constantly

Grasps objects to move or manipulate them constantly.

Stands and walks constantly.

Listen to and comprehends instructions from Managers and coworkers over background restaurant and equipment noise constantly.

Frequent hand washing required.

III. Other Functions:

Other duties as assigned by supervisor.

Must adhere to company uniform and appearance policy.

IV. If management or supervisory position, which positions report directly to this one?

None

V. Qualifications:

High School degree or equivalent preferred

No experience required

VI. Knowledge, Skills and Abilities:

Has strong knowledge of commonly-used concepts, practices, and procedures in a restaurant. Relies on experience and judgment to make effective decisions.

Strong interpersonal skills

Job Description

Team player

VII. Working Conditions:

Equipment

Kitchen equipment, knives, dish machine, garbage cans, ice buckets, food product, cleaning product, office supplies

Work Environment

Typical restaurant environment, heat and a/c, cold in freezer and walk in refrigerator

Reviewed/Approved by: _____ **Title:** _____

Date: _____

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of individuals in this position. This position description is subject to change by the Company as the needs and requirements of the position change.*