



JOB DESCRIPTION

POSITION TITLE:	Food Runner
FLSA JOB STATUS:	Full Time, Hourly
SALARY:	\$13.00 - \$15.00/Hour
REPORTS TO:	Café Manager
SUPERVISES:	N/A

POSITION SUMMARY: The Broad St Cafe provides on-the-job style training to students in the Youth Development Program (YDP) and operates a revenue-generating café and catering operation. The objective of this position is to execute YDP program requirements while fulfilling the Broad Street site's operational duties. Consistent and accurate modeling of Liberty's Kitchen values and product standards are essential in creating an effective training environment.

ESSENTIAL FUNCTIONS:

- **Coordinate with Café Manager to ensure operational efficiency by:**
 - Following health and safety guidelines for safe and sanitary food storage
 - Maintaining clean and neat work area(s) (including Cafe dining area, kitchen, and dry storage)
 - Perform maintenance of the patio, loading dock and dry storage areas daily
 - Assisting coworkers as necessary or required with production
 - Responsible for quickly and accurately delivering food orders from the kitchen to guests
 - Check tables and refill condiments as needed
 - Buss tables after guests' meals
 - Enthusiastic about delivering great service and food
 - Coaching and developing participants knowledge and skills under supervision of supervisors
 - Coaching youth participants
 - Modeling ideal employee behavior
 - Occasionally attending youth focused trainings
 - Reporting program data to the program director
- **Maintaining professional and courteous guest/customer interactions**
- **Knife Handling**
- **Attend all scheduled employee meetings and participate in a meaningful way.**
- **Perform duties as assigned by management**
- **Other duties as required**

REQUIREMENTS:

- High School Diploma or equivalent, required
- ServSafe Certification, preferred
- Experience as a trainer or supervisor in food service operation, preferred
- Customer service – Knowledge of providing customer service. Providing customer satisfaction
- Spatial awareness – being aware of your surroundings and the space which you and objects around you require
- Interpersonal Communication – Verbal and non-verbal communication skills to deal with people in an efficient and appropriate manner

- Organizational skills – general organizing and maintaining of your work space
- Must be able to stand for prolonged periods of time
- Must be able to lift 60lbs

SCHEDULE:

- **Monday through Friday 9:00 am - 3:30 pm**
- **Occasionally will be required to attend staff meetings not to last no later than 4pm.**

TRAVEL

- Not a requirement for the position

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

- **General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will and this job description does not imply an employment contract.

APPLICATION INSTRUCTIONS

- Please submit your resume and cover letter to info@libertyskitchen.org with “Food Runner Position” in the subject line.