



## **Greenacres Bowl Position Titled DINER STAFF 1 (CAHSIER/EXPO)**

### **Purpose:**

To provide all patrons with prompt, efficient, courteous service. Observe all aspects of our diner and use proper judgement in action taking when handling all situations. Maintaining the highest level of food handling and cleaning standards by following the instruction of the Shift Leader.

### **Essential Duties:**

- Communicate with guests, taking food orders, explaining food and pricing
- Takes drink orders, pours and serves fountain drinks, tea and coffee
- Processes payments, credit card and cash
- Must possess full understanding of POS system to input orders, voids, refunds etc.
- Bring register draw to closing manager/shift lead at end of shift
- Communicate with guests when food orders are ready (Intercom or delivery)
- Making sure food order is complete with sauces, chips, drinks, serving tray
- Preparing basic food orders (nachos, pizza slices etc.)
- Restocking and cleaning of island station (lids, straws, napkins, condiments, etc.)
- Restocking and cleaning of soda station (cups, pitchers, ice, etc.)
- Restocking and cleaning of expo station (plates, cups, chips, condiments, etc.)
- Daily cleaning of diner (counter tops, expo window, island station, tables and chairs, floors, etc.)
- Brewing and cleaning of coffee and iced tea station

### **Basic Skills:**

General housekeeping, math, reading, verbal communication skills, food handling, must become ServSafe Certified within 30 days of hire date. Must have the ability to stand for 8 hours. Must be able to lift 40lbs.

### **Pay Scale:**

Minimum Hourly Rate- \$8.56    Maximum Hourly Rate- \$9.90    Maximum Annual Raise- 5%