

**Position Title: Kitchen Runner**

<b>Department:</b> Assigned	<b>FLSA Code:</b> Hourly
<b>Number of Positions:</b>	<b>Access Code:</b>
<b>License Type:</b> NLR	<b>Job Code:</b> 3871
<b>Salary Grade:</b> UNION	

**About the Role**

A Kitchen Runner will accurately and efficiently check in food deliveries and ensure they accurately match what is listed on the warehouse receiver and outlets order sheet. They will use proper lifting technique to move items from the delivery location to a transport and use the transport to bring all food and nonfood items to the appropriate storage location for the outlet. The Kitchen Runner will follow all SOPs and store all food and nonfood items within current health and safety standards set forth by Ocean Casino, local, state, and federal regulatory agencies.

**Position Responsibilities**

- Checking in all food and nonfood deliveries for the outlet.
- Lifting delivered items onto a transport with proper technique up to 50lbs solely and up to 100lbs with assistance.
- Pushing and/or pulling various food and nonfood transports up to 200lbs without assistance.
- Delivers all food and nonfood items to the appropriate storage areas.
- Provides the highest quality of service to customers on Ocean Casino property and/or at offsite events representing Ocean Casino at all times.
- Keeps products in proper rotation using the FIFO system.
- Informs the chef and/or manager on duty if a product is spoiled or out of date during the receiving/rotation of all food and nonfood products.
- Keep all storage areas clean and organized.
- Makes chef and/or manager on duty aware of any storage area that is in disrepair or not functioning/holding proper temperature.
- May run hot and/or cold food from kitchen areas to other kitchen areas or hot holding areas and buffet lines and/or buffet line hot holding and cold holding areas utilizing various modes of transport.
- May perform other duties and responsibilities as assigned. Anything outside of job duties will be compensated at the appropriate hourly rate based on job classification responsibilities performed after 8 hours within a month.

**Essential Functions**

- Exposure to casino related environmental factors, including but not limited to secondhand smoke, excessive noise and stress related to servicing customers in a fast pace environment
- Ability to work holidays, weekends, as well as flexible shifts and/or unusual hours

- Must be able to walk and stand for entire shift
- Ability to effectively communicate in English (Read, Write, Speak & Understand).
- Continuous standing, walking for long periods of time.
- Pushing and/or pulling heavy carts, lifting products, and placing into proper storage areas.
- Ability to work in hot and/or cold areas within the same shift.
- Lift perishable and non-perishable items up to 50 pounds.
- Repetitive lifting, bending, reaching including overhead.
- Must follow all Ocean Casino policies including wearing black non-slip shoes, an Ocean hat, plain black hat, or disposable toque, or sailors cap, kitchen uniform, and name tag.

### **What's Required**

- Ability to multi-task and work well in a fast paced, team-oriented environment
- Excellent customer service skills and interpersonal skills to effectively communicate with all business contacts
- High school diploma or equivalent

