



## JOB POSTING

**Posting Date:** January 18, 2019

**Position Title:** **Expo-Runner**

**Location:** Bandon Dunes Golf Resort – **McKee's Pub**

**Reports To:** F&B Manager

**Closing Date:** Until filled

**Respond To:** Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Essential Duties and Responsibilities:**

- Complete understanding and demonstration of all food menu items
- Complete understanding and demonstration of standard of service
- Inspects all guests order for completeness and quality prior to delivery to table
- Delivery of orders from kitchen to table in a timely manner
- Will assist Server in presentation of meals
- Upon delivery of orders to table, completes a table check with guests
- Assists servers by delivering and refilling beverages, pre-bussing tables and promptly resolving any guest requests
- Maintains cleanliness and sanitary condition of dining room and service areas
- Assists in completion of post shift clean up and side work duties
- Attends all department meetings as scheduled
- Other duties as requested

### **Qualifications:**

- High School education preferred
- Demonstrate quality interpersonal communications skills
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision
- Ability to work flexible hours including days, evenings, weekends and holidays
- Lift up to 30 lbs. occasionally, 20 lbs. frequently, and 10 lbs. constantly
- Positive attitude, professional manner and appearance in all situations

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.*

**Bandon Dunes is an Equal Opportunity Employer**