



## **JOB POSTING**

Date of Notice: October 26, 2018

Position Title: **EXPEDITOR/RUNNER**

Job Location: BANDON DUNES  
McKee's Pub

Position Reports To: Food & Beverage Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes  
57744 Round Lake Drive, 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.
- Positive attitude, professional manner and appearance in all situations.
- Ability to work flexible hours including days, evenings, weekends and holidays.
- Lift up to 30 lbs occasionally, 20 lbs frequently, and 10 lbs constantly

*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.*

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