



HOLLYWOOD PARK CASINO

JOB DESCRIPTION

TITLE OF POSITION:	Expeditor	DEPARTMENT:	F&B
REPORTS TO:	FOH F&B Management	DATE:	January 2017

POSITION SUMMARY:

Acts as the communication link between runners, servers and kitchen staff. Coordinates all outgoing food items from the kitchen. Performs all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to the Hollywood Park Casino and encouraging others to do the same.

MAJOR RESPONSIBILITIES:

- Ensures food coming out of kitchen is presented properly per department standards
- Monitors ticket times to make sure food is delivered to guests in a timely manner
- Communicates effectively and works closely with kitchen staff and food servers
- Report safety and other concerns to supervisor immediately
- Keeps front of kitchen hot line stocked with all supplies and sauces, as needed
- Communicates issues to both front and back of house management
- Follows health and safety regulations, specifically, but not limited to, California Health & Safety Code, Division 104, Part 7 – Retail Food.
- Take direction from and performs all other job duties assigned by supervisor and upper management.
- Must function in a team environment.
- Must communicate effectively with co-workers and customers.
- Attendance and punctuality are essential functions of this position.
- Strictly adhere to all HPC timekeeping rules and procedures.
- Adhere to all department, Human Resources and Safety policies and procedures.
- Adhere to all applicable federal, state and local laws and regulations.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- Must be 21 years of age or older to apply.
- Must be able to pass a background check and obtain a casino work permit before entering this position.
- Must have employment eligibility in the U.S
- Must possess a high regard for customer service and Team Member relations.



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- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.
- Able to change schedule or locations within the casino as required to meet the needs of the departments
- Must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to establish and maintain effective working relationships with employees and guests.
- Must be able to multi-task, understand and follow written or verbal instructions.
- Ability to work under pressure and be detail oriented.
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 25 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, kneeling, twisting, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must be used at all times to avoid injury to oneself and others.

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.

Acknowledgement:

I have read, understand, and will abide by the above Job Description. I am capable of fulfilling all of the essential duties and do not need an accommodation.

Print Full Name: _____ Employee ID: _____

Employee Signature: _____ Date: _____