UNIVERSITY OF SOUTHERN CALIFORNIA
Food Runner (Union Only)
Job Code: 143109

Grade: 01
OT Eligible: Yes
Comp Approval: 6/7/2011

JOB SUMMARY:
Delivers food and beverages as per order specifications submitted by wait staff. Provides customer service to guests by expediting food and beverage requests and refills. Assists with providing excellent dining service by preparation of condiments, food and beverage delivery and presentation of menu items. Assists with stocking and maintaining dining room supplies and setup. Buses tables and maintains facility cleanliness, as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME
______ ______ Delivers food and beverages as per order specifications submitted by wait staff. Checks food and beverage orders for accuracy before they are presented to customers.
______ ______ Provides basic hot and cold food and beverage preparation service from recipes.
______ ______ Maintains established presentation standards for food and beverages.
______ ______ Provides customer service to faculty, staff, students and guests.
______ ______ Ensures that all food is transported, handled and stored in a wholesome, sanitary manner.
______ ______ Ensures work area is stocked for oncoming shift. Stocks and maintains all supplies, food items, and utensils.
______ ______ Assists in set-up and break-down of dining room/events.
______ ______ Maintains cleanliness of facilities.
______ ______ Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures.
______ ______ Adheres to department service standards and to all health, safety and university rules and regulations.
______ ______ Attends and participates in meetings as required.
______ ______ Reports to station, ready to work at the time work assignment is scheduled to begin.

Perform other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less than high school

Minimum Experience:
1 year

Minimum Field of Expertise:
1 year experience working as a Food Runner at a high-end, fast-paced restaurants, or similar environment. Knowledge of proper food service protocol. Knowledge of food handling and sanitation procedures. Demonstrated customer service experience. Ability to effectively communicate in English. Ability to lift up to 50 lbs.

Preferred Education:
High school or equivalent

Preferred Experience:
2 years

Skills: Administrative:
- Communicate with others to gather information

Skills: Specialized Equipment:
- Blender
- Coffee maker
- Dishwasher
- Electric can opener
- Food and beverage preparation equipment
- Freezer
- Microwave oven
- Refrigerator
- Toaster

Skills: Trade/Auxiliary:
- Customer service
- Handle cash
- Maintain stock
- Prepare food and beverages
- Serve customers
- Serve food and beverages
- Understand and apply policies and procedures

Supervises: Level:
May supervise student, temporary and/or resource workers.

Comments:

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must obtain electric cart certification. Valid California State Driver’s License may be required. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer