



## Food Runner/Pantry/Expediter (Hybrid Position)

**Direct Report:** Reports directly to the Head Chef & General Manager

**Part-time/Full time -- \$14-17/hour** (hourly + average tip potential)

**Kitchen Tips:** Kitchen pools 25% of daily tips and splits based on hours/shift worked

**Hours:** This position can be 20-40 (+/-) hours per week depending on availability/need

All employees must promote, work, and act in a manner consistent with the mission of Matchwood Brewing Company: Sandpoint, ID's neighborhood brewery where personal connections foster positive community change through the power of dialogue and laughter -- one delicious handcrafted beer at a time.

This is a hybrid position that requires a team work mentality. This individual will be cross trained on our pantry/prep station, expediting and food running and scheduled to serve in these roles interchangeably throughout their tenure.

### Food Running

1. Generate an efficient and timely delivery of guest meals
2. Review the ordered materials for accurately into ticket items, correct any errors or substitutions, clarify specialty items such as GF, etc before delivery to the table
3. Remove used tableware between courses/guests and restock tableware, napkins, and condiments.
4. Perform opening, closing and side work
5. Assist the restocking and replenishment of product and supplies as stipulated in the shift duties.
6. Follow cleaning and sanitation policies at all times
7. Clear tables after guests, wipe tables or seats with sanitization cloths
8. Locate items requested by guests.
9. Listen to and find servers to address guests' requests/complaints regarding service or orders.
10. Attend all scheduled employee meetings and offers suggestions for improvement.

### Expo Responsibilities

1. Serves as the liaison between the foh and boh during service
2. Understand and comply with standard recipe and individualized plated portion sizes, cooking methods, quality standards, and kitchen rules, policies, and procedures.
3. Recognize and correctly identify a variety of food products including meats, seafood, poultry, vegetables, sauces, stocks, bread and other food products.
4. Maintain verbal communication with chef, cooks, pantry station, dishwasher, and front of house servers.
5. Tracks and reports ticket times to the front of house to ensure clear customer expectations
6. Makes final preparations on dishes

### Pantry & Prep

1. Refer to the daily prep list at the start of each shift for assigned duties.



2. Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
3. Store food in designated containers and storage areas to prevent spoilage.
4. Stocks and maintains sufficient levels of food products at line stations to support a smooth service period.
5. Handles, stores, and rotates all food products and supplies according to restaurant policies and procedures.
6. Weigh, measure, and mix ingredients according to recipes using various kitchen utensils and equipment.
7. Portion, arrange, and garnish food, according to standard portion sizes and recipe specifications and serve food to servers or guests.
8. Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
9. Mix ingredients for all pantry station items
10. Remove trash and clean kitchen garbage containers.
11. Complete opening and closing checklists and assists others in opening and closing the kitchen.
12. Attend all scheduled employee meetings and offer suggestions for improvement.

### **Experience Requirements**

1. Works well in a fast-paced, high-stress environment
2. Great communication and coordination skills
3. Can work on weekends and holidays, and handle shifting work schedules
4. Excellent communication and interpersonal skills
5. Craft beer or comparable industry experience is a plus but not required.
6. Kindness, patience and good work ethic.
7. Able to communicate effectively with managers, kitchen and brewery personnel and guests
8. Able to reach, bend, stoop and frequently lift up to 50 pounds
9. Able to work in a standing position for long periods of time in hot and humid conditions.
10. Food handlers certificate completed in advance or upon hiring.
11. This position does **not** serve alcohol and does **not** require the individual to be 19 or older.

### **Equal Opportunity**

Matchwood Brewing Company is an equal opportunity employer committed to a diverse work environment. Matchwood Brewing Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Matchwood Brewing Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.