



*Get Up and Go!*

## JOB DESCRIPTION

**POSITION:** **Food Expediter** (also referred to as Runner)

**REPORTS TO:** Erie Insurance Arena Concession Operations

**POSITION  
SUMMARY:**

This position functions as the liaison between the kitchen staff and the service staff to ensure food is prepared and presented according to menu specifications and/or customer request. All duties are to be performed in accordance with Pennsylvania State laws and regulations, as well as ECCCA policies, practices and procedures.

**QUALIFICATIONS:** Must be 18 years of age or older. Must have a high school diploma or equivalent. Must have two (2) years of experience in a high-volume food production facility. Must be able to communicate effectively, both verbally and written, in English. Must have excellent hospitality and time management skills. Must have the ability to occasionally lift and carry up to fifty (50) pounds at a time and the ability to perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting. He/she should be self-motivated with excellent organizational skills and attention to detail. He/she should have the ability to work in a noisy environment and the ability to work well around a large number of people. Must have the ability to work well with people in a team environment. Must have the ability to function in a fast-paced environment, under short time constraints, and within established deadlines. He/she must be bondable. He/she must have the ability to work a flexible schedule including extended hours, weekends and holidays. He/she must maintain close communication and work cooperatively with the First Cook Supervisor, the rest of the Arena Management team and co-workers to ensure consistency of services and the highest quality of operation.

**SALARY:** \$8.50/Hour



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### **JOB REQUIREMENTS:**

- Know the menu for each function served and be able to explain the major ingredients and preparation methods for each item to be served.
- Set up food production service line to ensure it is properly stocked prior to the event; small equipment, assembly materials and prepared foods
- Assist kitchen personnel and the service team with the proper and timely delivery of food orders from the kitchen to all service areas of the arena; courtside seats, club level seats, private suites, meeting rooms and club buffet.
- Track cooking times on all orders
- Monitors product quality and proper plate presentation. Communicates any variance of established standards with the kitchen staff
- Coordinate verbal communication between kitchen and service staff via radio
- Direct food runners and servers who are delivering completed orders
- Ensure product is labeled to avoid confusion during delivery
- Monitor all assembly areas for safety and sanitation practices and procedures.
- Ensure all items are put away and area is clean at the end of the shift
- Attends all staff meetings as required by management