

JOB DESCRIPTION

CALIFORNIA PIZZA KITCHEN

JOB TITLE: Expediter
ACCOUNTABILITY: Management Team
FLSA STATUS: Non-exempt

EXPERIENCE REQUIREMENTS: Certified Station Trainer, Certified in all stations. Has demonstrated a leadership quality and excellent attitude in upholding CPK standards and procedures.

LANGUAGE, MATH AND REASONING ABILITIES: Ability to speak clearly and listen attentively to guests and other employees and managers. Ability to read and/or follow written and verbal instructions and implement the same. Ability to add, subtract, multiply and divide. Ability to apply common sense understanding to carry out instructions furnished in written, or oral form.

WORK ENVIRONMENT: While performing the duties of this job the employee is frequently exposed to wet floors, noise and temperature extremes.

PHYSICAL DEMANDS: Ability to stand and/or walk for up to 10 hours a day. Reach with hands and arms, talk, hear and taste or smell. The employee is occasionally required to stoop or kneel, lift up to 60 lbs. and perform other diverse physical tasks as needed. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

OVERALL RESPONSIBILITIES: Include the following but other duties may be assigned.

- ★ Follow exact recipes, procedures, specs, and techniques as outlined by current CPK Policy at all times.
- ★ Assure and maintain highest standard of food quality, safety, sanitation and maintenance in all stations.
- ★ Assure timely preparation of all menu items in strict adherence to CPK recipes/specs.
- ★ Have the ability to prepare all necessary items for any station as needed.
- ★ Have the ability to operate all equipment as needed.
- ★ Work in clean, sanitary manner keeping area clean during shift and thoroughly cleaned and organized for next shift.
- ★ Work closely with store management and other employees to create a Team Concept.
- ★ Be properly dressed in uniform with nametag and pins, and maintain a clean, professional appearance throughout shift.

SPECIFIC RESPONSIBILITIES: Include the following but other duties may be assigned.

Training

- ★ Help train new employees and managers using up-to-date policies, procedures and menu execution techniques.
- ★ Practice and teach safe/sanitary handling of cutting boards, counter tops, knives, and equipment.
- ★ Promote the R.O.C.K. and C.A.R.E philosophy.
- ★ Strive to keep morale high and work habits professional.
- ★ Assist Kitchen Manager with Kitchen classes (portioning, knife safety/sanitation, etc.).
- ★ Assist Kitchen Manager with implementation of new policies, product procedures and roll-outs.
- ★ Work with Kitchen Manager to complete Certification Program.

Shift Duties

- ★ Conduct thorough line-check of all stations every shift without fail. Assure that all portion control devices (scoops, ladles, portion cups, etc) are correct. Check temperatures of food on line periodically with thermometer to assure proper temperatures are being maintained. Bring questionable items to the attention of the manager.
- ★ Check station par sheets. Assure that all needed prep is in stations at least 15 minutes before opening. Make sure all food is covered, labeled, and dated properly.
- ★ Maintain all paperwork functions including usage sheets, waste sheets, and all requested reports.
- ★ Attend pre-shifts.
- ★ Assure timely completion of orders by coordinating the pizza, pasta, pantry and prep production times.
- ★ Maintain integrity of menu items in strict adherence to CPK recipes/specs.
- ★ Perform station opening/closing and sidework duties each shift, and check out with manager.

Communication

- ★ Encourage and praise trainees for good performance.
- ★ Be patient with trainees' questions and different levels of experience.
- ★ Work with Kitchen Manager to adjust pars to suit business.
- ★ Be aware of posted information from previous pre-shifts and follow through accordingly.
- ★ Maintain good communication with FOH & BOH staff and managers.
- ★ Communicate any irregularities, 86's or other pertinent information to the manager.
- ★ Notify the manager of any problems with equipment or breakage that would affect the supply of necessary items for service.
- ★ Make recommendations with regard to new equipment, repair and maintenance issues.

Leadership

- ★ Demonstrate leadership by displaying your job expertise, flexibility, positive attitude, initiative, organization, communication skills and enthusiasm.