



Food & Beverage Expeditor – Job Description

Reports To – F&B Leadership team

Position Summary

The Food and Beverage Server Expeditor will be responsible for providing high-levels of customer service to all restaurant guests by providing prompt service, and maintaining a strong working knowledge of all menu items and daily specials. The Expeditor will perform customer service duties in a friendly and professional manner at all times, while liaising between the front of house and kitchen to ensure that the guests have an enjoyable dining experience. Other responsibilities include but are not limited to the proper setting of tables, removing used dishes and place settings, assisting with cleaning duties, and comply with all restaurant policies and procedures.

Job Duties

- Maintain familiarity with the composition of all menu items.
- Coordinating and delivering food to tables in a timely manner.
- Clean designated areas, in accordance with company procedures, including opening and closing routines and following hygiene requirements.
- Assist with cleaning re-setting tables.
- Transfer information between kitchen and wait staff.
- Ensure service stations are adequately stocked.
- At all times to be aware of and practise good customer service, assisting the guest in any way which does not adversely affect other customers.
- Follow all Health & Safety procedures and be familiar with emergency protocols.
- Be continually aware of and maintain the highest standards of personal hygiene and dress.
- Attend meetings and training courses as required.
- Any other duties as assigned.





Knowledge, Skills & Abilities

- Strong customer service experience.
- Previous restaurant service experience an asset.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to effectively communicate in English both verbally and in writing.
- Able to work well under pressure.
- Strong attention to detail.
- Professional appearance and manners.
- Strong work ethic and positive team attitude.
- Serving It Right Certificate.

