

# Round The Clock

## Job Descriptions

### Night Server

- Direct Report: Mangers
- Complete knowledge of Dinner and Breakfast menus
- Assigned side work
- Serve customers politely and knowledgeably,
- Minor food preparation
- 70% of your time is devoted to customers and other server duties
- 20% of your time is devoted to side work
- 10% of your time is devoted to other duties as assigned
- Qualifications
  - o Friendly and personable personality
  - o Ability to lift up to 30 pounds on a regular basis
  - o Stand for 8 hours or more
  - o Ability to work as a team

### Day Server

- Direct Report: Managers
- Complete knowledge of Dinner and Breakfast menus
- Assigned side work
- Serve customers politely and knowledgeably,
- Minor food preparation
- 70% of your time is devoted to customers and other server duties
- 20% of your time is devoted to side work
- 10% of your time is devoted to other duties as assigned
- Qualifications
  - o Friendly and personable personality
  - o Ability to lift up to 30 pounds on a regular basis
  - o Stand for 8 hours or more
  - o Ability to work as a team
  - o Previous restaurant experience

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## Job Descriptions

### Dish Washer

- Direct Report: Managers
- Cleans customers dishes and other items needed for day to day restaurant operation
- Responsible for cleaning back of restaurant at end of night
- 90% of your time is devoted to cleaning dishes, floors, etc...
- 10% of your time is devoted to other duties as assigned
  - o Able to lift up to 50 pounds and stand for over 8 hours

### Table Busser

- Direct Report: Managers
- Cleans Tables after customers leave
- Manages bus tubs as needed
- Cleans spills, drops, etc... as needed
- Cleans front of the restaurant at end of evening for next day us, including but not limited to sweeping and moping the floors, emptying trash bags, and preparing restrooms.
- 70% of your time is devoted to bussing tables
- 20% of your time is devoted to cleaning as needed
- 10% of your time is devoted to other duties as assigned
- Qualifications
  - o Ability to lift 30 or more pounds and stand for over 8 hours
  - o Pleasant and team work focused personality

### Cook

- Direct report: General Manger, Owners
- Prepares food for breakfast, lunch, and dinner
- Stock all line coolers
- Clean and maintain cooking equipment
- Other assigned side work
- Cleaning service line
- 80% of your time will be devoted to preparing food
- 10% of your time will be devoted to cleaning
- 10% of your time will be devoted to other duties as assigned
- Qualifications
  - o Previous Restaurant Experience
  - o Basic knowledge of cooking technique
  - o Able to lift 30 pounds and stand for over 8 hours
  - o Basic serve safe contaminations & cooking temp
  - o Able to work as a team

# Round The Clock

## Job Descriptions

### Host

- Direct Report: Mangers, General Manager
- Greet and seat customers
- Taking form of payments
- Responsible for cash drawer
- Keeping the service moving smoothly this includes but not limited to, getting drinks for customers, sweeping and moping a spill or drop, minor vacuuming as necessary, and helping servers as needed.
- Keeping the lobby clean throughout the day including but not limited to sweeping, moping, and cleaning door glass.
- Answers telephone calls in a polite and easy to understand manor
- 25% of your time will be devoted to greeting and seating customers
- 25% of your time will be devoted to taking forms of payment
- 20% of your time will be devoted to keeping the standard of high quality service for every customer
- 10% of your time will be devoted to cleaning the lobby
- 20% of your time will be devoted to other duties as assigned
- Qualifications
  - o Personable and friendly
  - o Minor math skills
  - o Able to stand for over 8 hours
  - o Team worker

### Manager

- Direct Report: General Manager, Owners
- Greet and seat customers
- Taking form of payments
- Responsible for cash drawer
- Keeping the service moving smoothly this includes but not limited to, getting drinks for customers, sweeping and moping a spill or drop, minor vacuuming as necessary, and helping servers as needed.
- Keeping the lobby clean throughout the day including but not limited to sweeping, moping, and cleaning door glass.
- Managing customer issues and complaints
- Responsible for voiding as necessary
- Managing servers side work
- Responsible for closing the restaurant for the evening, including but not limited to insuring all side work has been completed and turning off all non-essential lights and other utilities.
- 70% of your time will be devoted to host duties and ensuring 100% quality service

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- 10% of your time will be devoted to closing the restaurant
- 20% of your time will be devoted to other duties as assigned.
- Qualifications
  - o Personable and friendly
  - o Trustworthy history
  - o Restaurant experience
  - o Working knowledge of computers
  - o Leadership capabilities

### General Manager

- Direct Report: Owners
- Responsible for all day to day running operations of the restaurant
- Responsible for customer issues forwarded up from managers
- Handling any issues that arise on an as needed basis
- Responsible for managing server's schedule
- Ensuring 100% quality service for customers
- Creating necessary documents as needed
- 40% of your time will be devoted to insuring 100% quality service
- 30% of your time will be devoted to managing day to day issues as needed
- 20% of your time will be devoted creating documents, form, etc... as needed
- 10% of your time will be devoted to other duties as necessary
- Qualifications
  - o Trustworthy history
  - o Knowledge of all restaurant operations
  - o Restaurant experience
  - o Creative and visionary
  - o Leadership Qualities and Experience