

## JOB DESCRIPTION

**Job Title:** Cooler Expeditor  
**FLSA:** Non-exempt  
**Reports to:** Cooler Expeditor Manager

**Department:** Operations  
**Status:** Choose an item.

**Customary Days:** Sunday - Saturday  
**Customary Hours:** Varies to include evenings, holidays, and extended hours as business requires

### **Position Summary**

The Cooler Expeditor assists the Cooler Expeditor Manager in ensuring that all food required for event production is available, organized, and stored to retain the highest quality. This includes preparing food and equipment for dispatch, and sorting and storing upon return.

### **Duties and Responsibilities**

The primary responsibility of the Cooler Expeditor is to assist the Cooler Expeditor Manager in accomplishing the following duties:

- Maintain appropriate quality and quantity of all food items to fulfill event needs.
- Check cooler daily for returned food from prior events, saving or discarding items as appropriate.
- Set up event cave one to two days prior to event. Label product with event number, event name, truck leave time, and date of the event.
- Ensure all food items are in appropriate event caves and/or dry shelf area of Expo, maintaining sanitation guidelines.
- Review menu and production notes daily. Communicate questions to Executive Chef or Kitchen Management Team.
- Ensure menus requiring bar fruit and equipment are packed accordingly.
- Check Expo menu distribution box regularly and respond to items as needed.
- Maintain updated menus and paperwork as revisions get distributed.
- Maintain organized menus by week day in cooler file.
- Order appropriate quantities of bar fruit for weekly events.
- Clean and maintain cave area weekly. Conduct monthly cave inventory and report any needed repairs or replacements.
- Place daily drop and set orders on clipboard in order, by truck leave time.
- Ensure that all orders are completed prior to truck leave time. Regularly check with each department supervisor for completion of menu items in a timely fashion.
- Update chefs on status of all events.
- Report to work in proper uniform as outlined in the Back of the House Dress Code Policy.
- Perform other relevant duties as required.

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### Job Requirements

**Education and Experience:** *The requirements listed below are representative of the knowledge, skill, and/or ability required.*

- High school diploma required.
- Completion of City of X Department of Public Health Certified Food Service Manager certification preferred, or ability to complete the certification within 90 days after date of hire.

**Essential Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Excellent organizational skills with a strong attention to detail.
- Excellent communication and interpersonal skills.
- Basic food knowledge preferred.

### **Language Skills**

Ability to read, write and speak English proficiently. Bilingual skills preferred.

**Physical Demands:** *The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

- While performing the duties of this job, the employee is regularly required to talk, hear, taste and smell.
- The employee frequently is required to stand, walk, sit, use hands to feel; reach with hand and arms, and stoop, kneel or crouch for 6 to 8 hours at a time.
- Regularly required to lift and/or move up to 60 lbs.
- Specific vision requirements include the ability to see at close range, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- May work in extreme heat and cold (non-weather and weather).
- May work in wet conditions (non-weather and weather).

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- Move through varying temperatures throughout the day (freezers, coolers and kitchen).
- Noise level is low to moderate.
- May work near toxic/caustic chemical and with fumes or airborne particles.
- Will work near moving or mechanical parts.

**I have read and understand this explanation and job description.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_