

## **Expediter**

An Expediter ensures the smooth and efficient flow of food orders from the kitchen to guests, acting as a liaison between the kitchen staff, counter server, and management to ensure that orders are accurately prepared, plated, and delivered in a timely manner. Attention to detail, strong communication skills, and ability to multitask contribute to the overall success of this role.

### **Typical responsibilities:**

- Receive and review food orders from counter server or kitchen staff.
- Verify accuracy and completeness of orders, ensuring all special requests or dietary restrictions are noted.
- Communicate any modifications or special instructions to the kitchen staff.
- Prioritize orders based on their designated sequence and customer preferences.
- Maintain constant communication with the kitchen staff to monitor the progress of food preparation.
- Coordinate the plating and presentation of dishes, ensuring adherence to established quality and presentation standards.
- Ensure all necessary garnishes, condiments, or additional items are properly included with each order.
- Monitor the entire party's order readiness and coordinate to ensure prompt delivery to customers.
- Conduct frequent quality checks on food items to ensure they meet the standards and specifications.
- Address any issues or discrepancies with kitchen staff and request necessary corrections.
- Ensure food is served at the correct temperature and that all items on the order are complete and accurate.
- Foster effective communication and collaboration between kitchen staff, counter servers, and management and communicate delays, changes, or challenges promptly to all relevant parties.
- Relay customer feedback, concerns, or special requests to the appropriate personnel.

- Collaborate with the counter server to address any questions or concerns related to the orders.
- Maintain a clean and organized work environment, ensuring it is stocked with necessary supplies.
- Monitor and maintain food safety and sanitation standards in the expediting area.
- Assist with general cleaning and organizing tasks in the kitchen or dining area as needed.

**Useful qualifications:**

- Previous experience in a similar role in a restaurant or foodservice establishment preferred.
- Excellent organizational and multitasking abilities, with the capacity to handle multiple orders simultaneously.
- Strong attention to detail and ability to maintain accuracy in a fast-paced environment.
- Effective communication and interpersonal skills to interact with kitchen staff, counter servers, and customers.
- Ability to remain calm and composed under pressure, resolving conflicts or issues with professionalism.
- Knowledge of food safety and sanitation regulations.
- Flexibility to work in shifts, including days, evenings, weekends, and holidays.