

Baggin's Gourmet Sandwich & Catering

Job:	Expeditor
Description:	Assist and coordinate delivery drivers, grill person, sandwich & phone persons. Expedite deliveries & foresee sandwich time changes
Wage:	Minimum wage and up

Job tasks & duties

- ★ Read, write & comprehend at a high school level
- ★ Use proper language & speak professionally at all times.
- ★ Memorize & retain recipe ingredients and possible changes that arise
- ★ Move quickly under time restraints
- ★ Maintain positive attitude under pressure of mounting work
- ★ Delegate and communicate clearly
- ★ Understand sense of urgency at all times
- ★ Work in loud and pressured environment
- ★ Lift 20 to 30# & able to stand prolonged hours
- ★ Awareness of self and area cleanliness
- ★ Maintain self and area cleanliness
- ★ Abide safety regulations
- ★ Hear & comprehend order/changes under pressure
- ★ Proficiency in Point of Sale computer system
- ★ Prioritize incoming calls on multi-line phone system
- ★ Create accurate & precise orders via POS system
- ★ Able to focus in loud pressure filled atmosphere
- ★ Knowledgeable on store and company information
- ★ Answer customer issues in a polite and accurate manner
- ★ Awareness of impending and surrounding sandwich orders
- ★ Knowledge of delivery areas and procedures
- ★ Knowledge of basic office equipment
- ★ Delegate and communicate for back up help & customer issues
- ★ Coordinate and organize area and maintain this status at all times
- ★ Prioritize delivery orders & catering while expediting efficiently
- ★ Coordinate delivery driver routes
- ★ Handle driver moneys
- ★ Count multiple money bags and drawers accurately
- ★ High efficiency in money handling & light bookkeeping

I agree and I understand this position's job duties. I am committed to mastering the above skills and job duties as well as following Baggin's policies and procedures within 30 days of this signature.

Signature/Date _____

