

## SERVER/BOOTH PERSON (Tipped)

### B on schedule or C on Schedule for Counter Person

#### 1. TAKE CUSTOMER'S ORDER

- a. Take their order at the booths, the tables, the counter and in the bar if asked
- b. Ask customers if they want their drinks, soups and salads ahead of time.
- c. Answer the phone to take to go orders

#### 2. DELIVER FOOD AND DRINKS TO CUSTOMERS

- a. Deliver orders
- b. Serve drinks and food ahead of time as asked by customers or kitchen staff.
- c. Take or take-out orders as directed by kitchen staff.
- d. Set up drinks for the orders you have taken on the phone or for a customer who does not want them until their food arrives

#### 3. CHECK ON CUSTOMERS

- a. **CHECK ON THE CUSTOMER!!! (Kitchen staff may direct you to check on them)**
- b. Check on tables that already have their food.
  - i. Ask them how everything is.
  - ii. Remove dirty dishes from the table. (ie remove chili and soup bowls)
  - iii. Offer refills on empty drinks.
  - iv. Ask if they would like dessert. (Replace dessert if last one)
  - v. Ask if they want a container for leftovers.
- c. This is your main responsibility besides taking/taking out orders. You should be doing this when you are not doing the first 2 tasks on this list, **not lounging against the counter on your phone.**

#### 4. ASSIST WITH BUSING/CLEANING OFF TABLES

- a. Clear off dirty tables as you encounter them. You should carry a cloth and tray at all times to clear off tables or clean up spills. You do not need to **WASH** dishes anymore but you may still **put them away** and you still need to clear off tables.
- b. Bring back dishes from the tub in the bar.

#### 5. OCCASIONAL SIDEWORK

- a. Wrapping forks.
- b. Wiping down menus.
- c. Picking up trash on floor and use the vacuums as needed.
- d. Sweeping counter area and X's.
- e. Sanitizing tables.
- f. Refilling napkin holders.
- g. Sorting/folding aprons before/after they are washed.
- h. Putting kiddie toys in bags for kid's meals.
- i. Filling/Cleaning Salt and Pepper Shakers
- j. Washing menus
- k. Putting away dishes
- l. **These jobs should be split between all booth people working at the same time.**

**6. OPENING (Non Tipped, to be completed within the half hour prior to opening)**

- a. Does daily cleaning or opening counter as marked.
- b. Begins receiving tips/tipped wage when restaurant opens.
- c. Receives Straight Non Tipped Wage. (Receives minimum wage during this half hour)

**7. BASEMENT PREP WORK (Non Tipped)**

- a. Goes down in the basement to do prep work if not marked to clean, counter, or haul up.
- b. Receives "Basement" wage during this time, does not receive tips.
- c. Goes up for 11:30 AM (unless called up earlier).
- d. Begins receiving "Tipped Wage" at this time and receiving tips.
- e. Tips should be put aside to be split later due to the position change.
- f. Signs into the credit card book.

**8. CLOSING (Non Tipped)**

- a. Dishes
  - i. Collects any remaining dishes from tables.
  - ii. Helps wash the remaining dishes.
  - iii. Cleans sink around dishwasher.
  - iv. Shuts off, dismantles, and cleans filters in dishwasher.
- b. Locks all the doors (excluding bar door).
- c. Helps bartender split tips.
- d. Continues to serve any customers still in the restaurant finishing their meals.  
(Still gets tips left as they were earned while getting tipped wage, shared with bartender)
- e. Clocks out when work is completed and tips are split (if you are not splitting the tips you clock out).

**9. SERVERS SHOULD ALWAYS:**

- a. Wear an apron when on booths.
- b. Do not carry straws in apron.
- c. Do not wear an apron when use the restroom, or on break, or when going outside for a smoke break.
- d. Always carry a tray and cloth when on booths
- e. **Always put tips on trays and not in apron pockets.**
- f. If not splitting tips, server should clock out after the end of their shift.
- g. If splitting tips, informs the fryer the amount of the tip split and then clocks out at end of their shift.
- h. Not be using your personal phone.

**10. WINDOW:**

- a. Perform duties of window person as needed.

**11. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **BARTENDERS (Tipped)**

### **Bar on schedule or bottom of night schedule**

#### **1. TAKE CUSTOMER'S ORDER**

- a. Take the orders for the customers at the booths, tables, or at the bar.
- b. Enters orders into the Micros system
- c. Serves Chili and Soup if customer asks for it ahead.

#### **2. MAKE BAR DRINKS**

- a. Make drinks for the customers at the bar, in the booths, or at the tables.
- b. Make & deliver drinks for the customers sitting on the main side, not in the bar.

#### **3. CASH OUT ORDERS**

#### **4. ASSIST WITH CLEANING OFF TABLES**

- a. Clean off tables in the bar or at the bar itself.

#### **5. WASH BAR GLASSES**

#### **6. CHECK ON CUSTOMERS**

- a. **CHECK ON THE CUSTOMER!!!**
- b. Check on tables that already have their food.
  - i. Ask them how everything is.
  - ii. Remove dirty dishes from the table.
  - iii. Offer refills on empty drinks.
  - iv. Ask if they would like desert.
  - v. Ask if they want a togo container.
  - vi. Converse with the customers sitting at the bar.
  - vii. Not be using your personal phone.

#### **7. CLEAN UP FLOOR**

- a. Pick up trash off the floor as needed.
- b. Use the vacuum to clean up after messy tables
- c. Change garbage as needed if dishwasher is not available to do it.

#### **8. HAUL UP ICE**

- a. Haul up ice as needed if dishwasher is not available to get it.

#### **9. RESTOCK BEER AND GARNISHES**

- a. Restock beer and garnishes as needed
- b. Restock can soda.
- c. Refill soda to go cups and lids, to go containers, bags for leftovers, and to go soup cups as needed.

#### **10. REFILL NAPKINS**

- a. Refill napkin holders as needed.

#### **11. SIDEWORK**

- a. Done by both bartenders:
  - i. Check and refill napkin holders as needed.
  - ii. Break down the far end bar station

#### **12. OPENING (Non Tipped, completed by time open)**

- a. Sanitizes and wipes down booths, tables, and bar.
- b. Washes any dirty mirrors or dirty door windows.
- c. Set up both drink stations.
- d. Gets out olives, cherries, orange and lemon slices. Cuts any needed.
- e. Puts away liquor hauled up.
- f. Fills dishwashing sink.
- g. Soaks cloths in bleach water.
- h. Gets books from main side if not in bar.

**13. CLOSING (Non-Tipped)**

- a. Breaks down main bar station.
- b. Puts away garnishes.
- c. Washes utensils.
- d. Finishes washing any glasses.
- e. Puts soda guns in cup with seltzer.
- f. Pours bleach water down beer tap drains.
- g. Sets out garbage cans.
- h. Locks bar doors.
- i. Brings cloths over and puts in cloth bucket on main side.
- j. Closes out tills and puts them in the conference room.
- k. Turns off bar lights and exterior signs and entrance lights.
- l. Brings tips over and splits them.
- m. Continues to serve any customers still in the restaurant finishing their meals.(Still gets tips as they were earned while getting tipped wage, shared with any booth people still on)
- n. Clocks out when work is completed and tips are split
- o. May be required to set security system at night prior to exiting building.
- p. Ensures rear door is locked when exiting building.

**14. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **FILLER (Non Tipped)**

### **Fill on schedule**

#### **1. FILL SANDWICHES**

- a. Fills sandwiches according to order slips.
- b. Wraps sandwiches and bags orders as needed.
- c. Helps assemble specialty sandwiches like Chili Joe and Chili CB.
- d. Puts away tartar in the afternoon.

#### **2. DOES CALLING**

- a. Tells the back kitchen when to drop sides, makes salads, dish soup to go, start wraps, etc.

#### **3. PHONE**

- a. Answers the phone as needed.

#### **4. ENTERING ORDERS**

- a. Enters in orders if there is no window person or the fryer is busy.

#### **5. WINDOW**

- a. Helps customers at the take out window when there is no window person or the fryer is busy.

#### **6. FOUNTAIN**

- a. Weekend afternoon
  - i. Wipes down the fountain/malt area.
  - ii. Refills toppings as needed.
  - iii. Adds water to warming pots when needed.
- b. Night
  - i. Cleans fountain area nightly (Including Fridays).
  - ii. Wipes down malt machine.
  - iii. Wipes shelves down under the malt tins and soft rolls.
  - iv. Changes over toppings every Tuesday, Thursday, and Sunday.
  - v. Cleans soda fountain every day.
  - vi. Adds water to warming pots when needed.
  - vii. Cleans middle kitchen soda fountain every Monday, Thursday and Saturday.

#### **7. DISHES**

- a. Helps wash dishes at night when the dishwasher is hauling up.
- b. Helps wash dishes all night if closing when not needed to assist the fryer.
- c. Helps dishwasher with afternoon cleaning on the weekends if not busy.

#### **8. SIDE WORK**

- a. Helps wipe down menus, take apart aprons, and with kiddie bags if not busy.
- b. Helps clean steamers as needed if trained.
- c. Fills containers for condiments as needed.
- d. Organizes credit card slips if Fryer is busy.
- e. Not using your personal phone.

#### **9. BASEMENT PREP WORK**

- a. Automatically goes down in the morning and the Week Day afternoon and occasional Weekend afternoon.

#### **10. CLOSING**

a. Helps with dishes after restaurant is closed if closing.

b. Clocks out when work is completed.

**11. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **FRYER/COOK FOR GRILL (Non Tipped)**

### **FRY on Schedule**

#### **1. COOKS ORDERS**

- a. Cooks all orders prepared on the grill (up front).
- b. Helps assemble specialty sandwiches like Chili Joe and Chili CB
- c. Calls for Bacon and Hot Dogs.

#### **2. HELPS FILLER AS NEEDED (ALSO DURING AFTERNOON/LATE NIGHT WHEN NO FILLER)**

- a. Wrapping sandwiches.
- b. Entering/Cashing out orders.
- c. Answering the phone.
- d. Helping customers at the window.
- e. Puts Tartar away in afternoon.
- f. Fills Salsa, Peanut Butter Cups, to go bags up front, 2oz containers up front, cuts tomato slices, cuts lemon slices.
- g. Not be using your personal phone.

#### **3. DISHES**

- a. Helps with dishes in the afternoon/late night when not busy cooking orders.
- b. Helps with dishes after closing.

#### **4. CLEANING**

- a. Afternoon
  - i. Cleans cutting board.
  - ii. Washes utensils.
  - iii. Replaces FS and HB plates.
  - iv. Replaces wax flats that utensils reside on.
  - v. Double checks that Utility person has hauled up the needed supplies.
  - vi. Directs dishwasher and booth people when to do cleaning/side work in the afternoon.

#### **5. NIGHT BOSS (Bolded all caps on schedule)**

- a. Directs Booth people as needed.
  - i. To take out orders, take orders, check on customers.
  - ii. When to begin night time side work (gives each person a different task to perform ie filling napkins, sanitizing tables, and sweeping under booths).
  - iii. Ensures Utility person has hauled up all items before they leave for the night.
  - iv. Determines when they may leave.
- b. Tells Dishwasher when to begin hauling up (if before 8, they need to wash dishes in-between).
- c. Tells Filler when to begin cleaning, wash dishes, etc.
- d. Tells Fryer (Grill Cook) when to clean refrigerator up front and ensures that the following containers are washed when they are emptied: QHB Container, Pork Container, Ham Container, and Tuna Steak Container.
- e. Handles customer complaints on the phone or in the restaurant.
  - i. If customer is unreasonable or making excessive demands, direct them to the Manager the next day.

## **6. CLOSING (NIGHT BOSS)**

- a. Cleans area up front.
- b. Closes down malt machine.
- c. Covers ALL meats in the refrigerator.
- d. Closes out till in the Micros system.
- e. Brings in tills, books, and radios to the conference room.
- f. Checks to make sure all doors are locked and bathrooms are empty after customers have left the building.
- g. Checks basement to make sure all appropriate lights are turned off.
- h. Turns off Fried Onion warming pot and double checks that Hot Fudge warming pot is turned off.
- i. Helps with dishes when all else is done.
- j. Double Checks heat lamp is off and steamers are filled correctly turned down low.
- k. Double checks that Deep Fryer Cook has all plugs unplugged.
- l. Double checks that all tartars, coleslaw, and butter are covered.
- m. Checks that the dishwasher machine is properly turned off and cleaned.
- n. Checks that the dishwasher area is wiped down (including both dish rack shelves).
- o. Ensures Utility/Dishwasher person has brought down the dishes by the window sill and put them away.
- p. Ensures Utility/Dishwasher person has brought down cloths and hung them up.
- q. Sets security when everyone is ready to leave.
- r. The last person to clock out to after everything else is completed.

**12. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **FRY HELPER/COOK HELPER (Non Tipped)**

**2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> F on Schedule**

### **1. COOKING**

- a. Dishes soups for here and to go.
- b. Makes salads, wraps, cold sandwiches, specialty sandwiches (i.e. Prime Rib), prepares sides (i.e. veg of day, pot sal, baked cod), cooks bacon and hot dogs.
- c. Helps set up plates for fryer as time allows.
- d. Helps fryer take off orders.
- e. Multitasks so servers/up front are not waiting for soups, bacon, hot dogs, etc.
- f. Flours chicken as needed.
- g. Assists the fryer as needed.
- h. 2<sup>nd</sup> Person
  - i. Sets up plates for fryer.
  - ii. Takes off orders as directed or when they are ready.
  - iii. Assists 3<sup>rd</sup> and 4<sup>th</sup> person as needed by dishing soups, making salads, etc.
- i. 3<sup>rd</sup> Person
  - i. Dishes soups, makes salads, etc.
  - ii. Helps 2<sup>nd</sup> person with setting up plates on Fridays.
  - iii. Takes off orders as directed.
  - iv. Helps 4<sup>th</sup> person on Fridays or designated days.
- j. 4<sup>th</sup> Person on Fridays or designated days.
  - i. Primarily makes salads, sandwiches and wraps etc.
  - ii. Dishes soups when not making sandwiches etc
  - iii. Assists 2<sup>nd</sup> and 3<sup>rd</sup> person as needed.

### **2. DISHES**

- a. Assists dishwasher with dishes as needed or not busy (day or night).
- b. Helps with afternoon cleaning on weekends if not busy.
- c. Responsible for dishes from 4-5pm along with regular work if no dishwasher at that time.

### **3. PHONE**

- a. Helps answer the phone.

### **4. CLEANING/SIDE WORK**

- a. Helps with night cleaning (washing fridges, shelves, etc.).
- b. Breaks down salad bar at the proper time/when directed by Deep Fryer.
- c. Brings over soups from middle kitchen.
  - i. Cleans and refills steamer.
- d. Sweeps floor and carries down mats if needed.
- e. Follow duties sheets in the back kitchen for detailed list.
- f. Helps wipe down menus, take apart aprons, and with kiddie bags if not busy.
- g. May be asked to perform other side work/prep work while it is not busy.
- h. Cleans steamers as needed weekly.
- i. Preparing dressings/sauces for middle kitchen.

- j. Not using your personal phone.

**5. BASEMENT PREP WORK**

- a. Chicken helper (Upstairs).
  - i. Makes up plate salads for here/to go.
  - ii. Sorts through lettuce and removes brown lettuce.
  - iii. Chops tomatoes for wraps if needed.
  - iv. Makes up plate slaws as needed.
  - v. Cleans middle kitchen broaster if needed.
- b. Chicken helper (basement)
  - i. Flours chicken as needed.
  - ii. Counts total number of white and dark, informs basement boss and marinates as needed.
  - iii. Switches over drained marinated chicken to clean tubs daily.
  - iv. Drains any marinated chicken and puts in clean tub.
  - v. Re-ices chicken in 5 gallon pails.
  - vi. Re-ices chicken in butter bowl set aside for chicken salad.
- c. Automatically goes down in the morning if not marked chicken helper, and also in the afternoon.

**6. CLOSING**

- a. Continues to help fryer with closing and regular cooking duties.
- b. Freezes fish as needed.
- c. Helps wash dishes before and after closed.
- d. Clocks out when work is completed.

- 7. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **DEEP FRYER/COOK (Non Tipped)**

### **1<sup>st</sup> F on Schedule**

#### **1. COOKING**

- a. Cooks all deep fried food according to weight/number of pieces (does not add extra).
- b. Sets up plates as needed.
- c. Takes off orders as needed without assistance of helper if they are busy.
- d. Helps dish soups if helper is busy.
- e. Redirects/Assists helper as needed.
- f. Does cooking duties of helper when alone in the morning/afternoon/late night.

#### **2. SIDE WORK/CLEANING**

- a. Follow duties sheets in the back kitchen for detailed list for opening and closing duties.
- b. Cleans broaster pan in the morning.
- c. Helps with night cleaning.
- d. Changes over dressing containers as needed or on weekly designated day.
- e. Prepares dressings for middle kitchen.
- f. Cleans fry pans during afternoon and end of the night.
- g. Filters broaster in the afternoon if it has been used.
- h. Cleans fryers, broaster, and steamer at designated times at end of night.
  - i. Cleans first fryer at appropriate time.
  - ii. Changes over soups that are being kept to fresh crocks.
- i. Cleans ice out of the bottom of the freezer.
- j. Not using personal phone.

#### **3. HAULING UP/RESTOCKING**

- a. Makes list for haul up person in the morning, afternoon or at night.
- b. Hauls up what is needed in the afternoons if Utility Person is unavailable.
- c. Restocks back freezer from chest freezer by the malt machine as needed.
- d. Splits soups/pounds of butter as needed.

#### **4. DISHES**

- a. Helps wash dishes late at night if not busy.

#### **5. CLOSING**

- a. Turns off all equipment.
- b. Washes final deep fryer.
- c. Cleans utensils and wipes down area.
- d. Double checks main broaster and middle kitchen broaster is turned off, steamer is turned down, and light above steamer is turned off.
- e. Helps wash dishes.
- f. Clocks out when work is completed.

6. **OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **DISHWASHER (Set up/Dishes Non Tipped)**

### **SD on Schedule**

#### **1. WASH THE DISHES**

- a. Wash the dirty dishes.
- b. Put away the clean dishes.
- c. Haul dishes down to the basement.

#### **2. BUSING TABLES**

- a. Bus tables when you have caught up on washing dishes or if it is really busy.
- b. Collect the bar dishes.

#### **3. CLEANING WORK**

- a. Responsible for the following afternoon cleaning work:
  - i. Monday – Washing garbage cans. Washing the silverware and cracker containers. Help wash the coffee cups.
  - ii. Tuesday – Wipe down chairs, counter stools, and high chairs. Help wipe menus.
  - iii. Wednesday – Help wash and refill salt and pepper shakers if not sent down to basement or Hauling up.
  - iv. Sunday – Help wash soda cups and wipe down shelves and wash trays if not Hauling up.

#### **4. HAUL UP ICE**

- a. Haul up ice as needed for main kitchen, middle kitchen, and bar.

#### **5. CHANGE GARBAGE**

- a. Change all the garbages as needed in the kitchens or on the floor.

#### **6. SET UPS**

- a. Assist booth people in setting up drinks or making malts/shakes when it is busy.
- b. Gets "To Go" Drinks and Malts

#### **7. PHONE**

- a. Answers phone as needed.
- b. Not using personal phone.

#### **8. BASEMENT PREP WORK**

- a. Goes down in the basement if not marked "Haul Up"

#### **9. IF MARKED "HAUL UP"**

- a. Make list and haul up for main kitchen.
- b. Haul up for the back kitchen.
- c. Make sure you write an accurate list per the printed list in the middle kitchen.
- d. Do not skip items.
- e. Carry down dishes on window sill as you haul up.
- f. Do not leave empty boxes sitting around after you empty them; put them by the stairs to be broken down.
- g. Do not leave cold product sitting out, this will prematurely warm it up, instead only take out what you can carry and bring it up promptly.
- h. Replace thawed out items with frozen ones as required.
- i. If something is missing or out of stock let the Fryer know.

j. Uses the list on the wall if you can't find something. If you still can't find it, ask for help.

**10. IF MARKED "CLOSING"**

**a. GARBAGE/RECYCLING**

- i. Take out any late night garbage.
- ii. Break down any boxes from the haul up person.
- iii. Take out the recycling.
- iv. Crush the cans.

**b. MOP MATS**

- i. Sweep and mop the mats at night.

**c. WASH DISHES**

- i. In charge of washing dishes after dishwasher is done until close.

**d. SET UPS**

- i. Help server make malts/shakes if needed

**e. CLOSING**

- i. Clean grill, fryer, or both as specified by night.
- ii. Carry down cloths and hang up wet ones to dry.
- iii. Cloths that are currently hung up and dried, should be taken down and put into metal garbage can.
- iv. Carry down dishes on window sill
- v. Carry down dishes on window sill.
- vi. Assist with washing dishes remaining at close.
- vii. Clocks out when work is completed

**11. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **UTILITY PERSON (Non Tipped)**

### **(HAUL UP, FLOOR, CHICKEN on Schedule)**

#### **1. HAUL UP**

- a. Make list and haul up for main kitchen.
- b. Haul up for the back kitchen.
- c. Make sure you write an accurate list per the printed list in the middle kitchen.
- d. Do not skip items.
- e. Carry down dishes on window sill as you haul up.
- f. Do not leave empty boxes sitting around after you empty them; put them by the stairs to be broken down.
- g. Do not leave cold product sitting out, this will prematurely warm it up, instead only take out what you can carry and bring it up promptly.
- h. Replace thawed out items with frozen ones as required.
- i. If something is missing or out of stock let the Fryer know.
- j. use the list on the wall if you can't find something. If you still can't find it, ask for help.

#### **2. FLOOR**

- a. Wash the basement floor.
- b. Empty floor drain!!

#### **3. CHICKEN**

- a. Wash and clean the chicken.

#### **4. CARRY DOWN MATS**

- a. Carry down the mats at night. Mats should not be hauled down before 8:00 pm; this is to avoid a safety hazard for the kitchens and dishwashing area.

## **CLOSING UTILITY PERSON (Non Tipped)**

#### **1. GARBAGE/RECYCLING**

- a. Take out any late night garbage.
- b. Break down any boxes from the haul up person.
- c. Take out the recycling.
- d. Crush the cans.

#### **2. MOP MATS**

- a. Sweep and mop the mats at night.

#### **3. WASH DISHES**

- a. In charge of washing dishes after dishwasher is done until close.

#### **4. SET UPS**

- a. Help server make malts/shakes if needed

#### **5. CLOSING**

- a. Clean grill, fryer, or both as specified by night.
- b. Carry down cloths and hang up wet ones to dry.
- c. Cloths that are currently hung up and dried, should be taken down and put into metal garbage can.

- d. Carry down dishes on window sill
  - e. Carry down dishes on window sill.
  - f. Assist with washing dishes remaining at close.
  - g. Clocks out when work is completed
6. **OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **BASEMENT PREP WORK (Non Tipped)**

**Anyone on the schedule not Marked, Fry, 1<sup>st</sup> F, C, or Bar**

1. Follow the direction of the person in charge in the basement.
2. You will be asked to complete various kitchen prep jobs such as but not limited to, washing/cutting lettuce, boxing up rolls, preparing onion rings, taking apart rings, etc.
3. Washes dishes.
4. Check with the person in charge before going upstairs and do the job they ask you to do.
5. Please keep all music agreeable to all those in the basement (should be limited or no swearing, not too loud, etc.)
6. Not using personal phone other than playing music.
7. Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **WINDOW (Tipped)**

### **W on Schedule**

#### **1. WINDOW**

- a. Attends to the customers at the window.
- b. Takes window orders.
- c. Hands out window orders to customers.
- d. Gets drinks for the customers at the window as needed (sodas, malts, etc.).
- e. Enters orders into the Micros System.

#### **2. PHONE**

- a. Answers the phone to take to go orders.

#### **3. DELIVER ORDERS**

- a. Helps deliver orders to the customers in the restaurant.

#### **4. TAKE ORDERS**

- a. Help take orders at the counter and in the main part of the restaurant.

#### **5. MISC.**

- a. Assist filler in wrapping/bagging orders.
- b. Should not be using personal phone.

6. **OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.

## **STATION (Non-Tipped)**

### **ST on Schedule**

#### **1. STATION**

- a. Enters orders into the Micros System.
- b. Assist customers as needed.
- c. Informs servers if there are customers that need to be served.

#### **2. PHONE**

- a. Answers the phone to take to go orders.

#### **3. MISC**

- a. Assists with dishes when not on station.
- b. Assists with the prep work in the basement.
- c. Should not be using personal phone.

- 4. OTHER DUTIES:** Such other duties and responsibilities as Kroll's East may from time-to-time reasonably request or assign to the employee.