

Fast Food Crew Member Job Description

Duties and Responsibilities:

- Greet customers/guests warmly like they are family and take accurate orders
- Prepare and cook food consistently, quickly, and efficiently following recipes accurately and maintaining food preparation processes and standards
- Operate the cash register and manage transactions correctly
- Maintain cleanliness and organization of the truck or station
- Restock supplies and manage inventory effectively
- Perform store runs to pick up supplies when needed
- Adhere to company food safety, hygiene, and quality standards
- Fill in where needed, such as cashier, food runner, bagger, or dining room, especially during busy hours
- Ensure the restaurant is well cleaned, from the kitchen, counter to the tables
- Collaborate with the team to keep the restaurant running smoothly during busy periods.

Fast Food Crew Member Requirements – Skills, Knowledge, and Abilities

- **Educational qualification:** High school diploma or its equivalent GED certificate
- **Customer service skills:** Fast food crew members should have strong interpersonal and customer service skills and a friendly, outgoing personality
- **Communication skills:** They should have the ability to speak clearly and listen attentively to customers/guests and team members

- **Efficiency:** Fast food crew members should also have the ability to multitask, work under pressure with a sense of urgency, and be energetic
- **Attention to detail:** They are expected to be meticulous in order taking and food preparation to ensure accuracy and quality control
- **Teamwork:** Fast food crew members should be able to work well with others as a team and follow instructions as well as developing positive working relationships with all restaurant employees
- **Flexibility:** They should be available to work a flexible schedule, including nights, weekends, and holidays and accommodate varying event times
- **Food service experience:** Experience in food service roles, such as server, cook, cashier, host, or equivalent related experience is usually preferred but not mandatory
- **Cooking skills:** Crew members should be able to cook and handle food preparation tasks efficiently
- **Working in fast-paced environment:** They should be able to work efficiently and effectively in a busy, fast-paced environments
- **Work ethic:** Fast food crew members should be able to demonstrate a strong work ethic with an emphasis on Reliability, punctuality, speed, and accuracy
- **Food handling:** They should have the food handler's permit or certificate or willingness to obtain one
- **Professionalism:** Crew members should be able to maintain a professional appearance at all times and handle all assignments with a positive and enthusiastic attitude.