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# Example of Crew Member Job Description

Our growing company is searching for experienced candidates for the position of crew member. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for crew member

* Work all counter stations or other assigned station
* Assist guests in making menu selection, review specials, handle club cards, and participate in add-on sales
* Wrap pizzas properly, repeat orders to guests, give verbal baking instructions to all guests, thank and invite the guests back
* Present order to guest within the 3-minute door to door service time
* Assist guests if necessary to carry pizzas out to their car or hold the door open
* Follow proper cash, check, credit card and food stamp transactions
* Follow proper void/refund procedures
* Provide quality service to each customer and maintain the company's high standards of cleanliness, attitude, product and service
* Meet or Exceed Speed of Service Standards
* Serve Fresh Quality Products

## Qualifications for crew member

* Maintain punctual and regular attendance at work
* Food Handlers Card and/or Serve Safe Certified preferred but not required
* Effectively read, speak, write and communicate
* Build and maintain positive relationships with supervisors, co-workers and guests
* Be a team player with a great attitude
* Must be able to read, speak, write and communicate effectively at the work location