

Job Description

To assist in providing a positive take-out or delivery service for every guest by using proper telephone techniques and accurately taking orders and love people. Will be responsible for answering all incoming telephone calls, taking orders over the phone, and assisting drivers with their orders personnel.

- Answer all telephone calls immediately using the proper greeting.
- Assist customers verbally in a friendly, helpful, professional manner, ensuring consistent customer satisfaction.
- Input into the POS customer orders using the proper entry and the appropriate accounts and requesting all pertinent information.
- Enter all take-out and delivery orders into the POS system accurately and completely.
- Prepare any pizza boxes necessary for all take-out and delivery orders.
- Knowledgeable on Our Rewards program to sign-up guests.
- Responsible for dessert case and beverage presentation and appearance.
- Clean, stock, and sanitize the take-out and/or delivery area and all related equipment.
- Know and uphold proper safe food handling, safety, and sanitation standards when preparing and serving food.
- Maintain an accurate record of all cash register transactions including securing cash, processing credit card receipts, and entering tips.
- Assist in the training of new employees.
- Provide support services to co-workers as the flow of business dictates.
- Perform other duties as assigned by the supervisor or manager including store specific opening, closing and side work procedures.

Requirements

Education: Some secondary education.

Experience: Entry-level position.

Age: Must be at least 16 years of age.

Knowledge/Skills/Abilities:

- Excellent verbal communication and interpersonal skills.
- Ability to speak English fluently.
- Ability to remain calm under pressure and to perform in a stressful environment.
- Excellent organizational and time-management skills.
- Ability to accurately, quickly, and simultaneously perform multiple tasks.
- Basic computer operating skills.
- Ability to quickly and accurately count money and give correct change.
Strong math and excellent money handling skills.
- Stamina to stand up to 5 hours at a time.
- Ability to lift, bend, and stoop. Strength to frequently lift and carry up to 10 lbs.
- Ability to read.
- Ability to understand and implement written and verbal instruction.
- Basic knowledge of food safety and sanitation issues.
- Ability to use a standard business telephone in a professional manner.
- Ability to work in a fast-paced environment. Knowledge of Bluebird Pizzas menu, policies, preparation and presentation standards.

Contact: Bluebird Pizza Ric Webb (541) 580-0729 or email admin@bluebirdpizza.com