

Billy's Boudin & Cracklins
In House Job Descriptions and Responsibilities

Front of House		
Position	Description	Cleaning/Stocking
Cashiers	Cashiers must always have a cheerful and positive attitude to all guest and those around them. Each cahier is assigned their own register. Cashiers must complete each guests transaction efficiently and handle money adequately.	If a cashier is by themselves, they must stay in their position and continue to serve guest. If there are multiple cashiers working you may step away to fill napkins, trays, and bags. Cashiers must keep their area clean and sanitized and may step away to sweep or take out trash if needed.
Expediter	Expediter helps cashiers serve each guest orders and must always have a cheerful and positive attitude.	Expediter should keep all bags, napkins, and trays filled as well as keeping cutting boards and knives clean.
Host/Stocker	Host welcome our guest and make sure our customers are happy and satisfied while shopping. They should always have a happy and cheery attitude.	Host should keep all shelves clean and dust free as well as making sure all product is straight and presentable. They are to keep floors and tables clean. Drink area must remain stocked and clean.
Drive Thru Cashier	Drive thru cashier must always have a cheerful and positive attitude at all times. DT cashiers greet customers, identify that the order is correct, fill drink orders, and complete transactions.	Cashier must remain at register at all times. Area must remain clean and sanitized. Floor must remain clean and trash taken out as needed. Cashiers keep the drink area stocked and clean.
Drive Thru Order Taker	Drive Thru order taker will take the customers order through headset and fulfil each guest order.	Order taker should keep all bags, trays, and napkins filled and stocked and cutting board and knife clean.
Dishes	The Front of House is responsible for washing its own dishes.	Dishes must be adequately clean removing all residue and grease build up by pre rinse, wash, rinse, and sanitize. Pre rinsing is required before using the commercial dish washer.
Back of House		
Batter	Batterer must make wet batter precisely and keep dry batter full and sifted every 3 drops. Do not batter more than 30 balls at	Batterer must keep table, fryer, floor and cart as clean as possible. Batter must be changed mid-shift.

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	a time and do not drop more than 10 balls in a basket.	
Fryer	Fryer is to drop rollups, chicken cracklins, pies, and pistolettes. NO more than 12 roll ups, 12 pies, or 6 pistolettes to a basket.	Fryers help keep the fryers clean, make sure all product is put back in correct spots in coolers, keeping kitchen floor and cooler clean.
Runner	Runner is responsible to taking out all fried foods to hot box at serving counter and placing them in their designated bin. It is very important to rotate the product in the warmers and not overfill. Runner must communicate with fryer to assure correct product is being taken out and placed in correct bin. Runner must let kitchen know what needs to be cooked.	Runners are to keep the warmer clean, rotated and appealing to customers. Help keep the kitchen clean and the dishes washed. Runners should log all waste from the kitchen.
Boudin Cook	Boudin Cooks are to cook the appropriate amount of boudin for each warmer and keep them filled. It is important to rotate the boudin so the first in is the first out.	Boudin Cooks should keep their tables and pots clean assuring there is no cross contamination between regular and seafood product. Waste must be weighed and recorded.
Prepper	Preppers are to prepare all rollups, pistolettes, and mini ball orders a day in advance. Each shift should be left with 4 Pepper Jack rollups, 3 regular rollups, 2 crawfish rollups, 4 regular pistolettes, and 6 crawfish pistolettes. Prepper should check with packer on what needs to be prepped for frozen.	Prepper should keep work table neat and clean as working. Area must be clean and sanitized between product changes. Floor must be kept clean around work table.
Packer	Packer should rotate all coolers and freezers at beginning and end of shift. They need to let the kitchen know when product is needed to be cooked and set aside for frozen. Packers need to vacuum seal all leftover frozen product. Packers are to label all frozen/chilled product according to correct PLU.	Packers need to keep packers table, freezers, and coolers organized, rotated and clean.

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Truck	Truck Team Members unload all deliveries and rotate and organize where they belong. It is important to check all product unloaded to the delivery ticket for accuracy and good quality.	Truck Team Members should organize to keep everything in a neat and clean appearance. If anything is unboxed, all boxes should be taken to dumpster immediately.
Dishwasher	BOH is responsible for all of their dishes.	Dishes must be adequately clean removing all residue and grease build up by pre rinse, wash, rinse, and sanitize. Pre rinsing is required before using the commercial dish washer.