

Name _____

Date of Application _____

APPLICATION



An Equal Opportunity Employer

POSITION TITLE: SERVICE ☐
REPORTS TO: Restaurant Manager
POSITION SUMMARY:

Responsible for all tasks necessary to provide guests with a dining experience that meets the expectations of the guest and the standards of service and quality of Happy Chef. Receives and processes guest orders, provides necessary service for guest to ensure guest satisfaction. Totals bill and delivers to the guest. Clears, cleans tables and immediate area, reset for next guests.

TASKS AND RESPONSIBILITIES:

1. During all times when on duty, comply with Happy Chef requirements for uniform and grooming. Provide efficient and speedy service. Know and inform guests of all promotions and the soup of the day.
2. Work in areas assigned from time to time, and promptly wait on guests, being helpful as to selections. Seat guests and help in any area needed when necessary to give excellent customer service.
3. Service persons are responsible for all your guest checks, accurate reporting of all tips, and to report any complaints, compliments or irregularities to management.
4. Be courteous to fellow employees and guests. Work as a team. Do all tasks assigned by management. Follow all policies and procedures.
5. Clear tables, bus tubs to dishwashing area. Do general cleanup. Restock as necessary serving items etc. Be safety conscious.

SUMMARY:

The server is the person who provides the longest contact with a customer. Always be very pleasant, courteous, and take such actions as are necessary to make a good impression on the guest for yourself and that of Happy Chef.

PREREQUISITES:

Education: High school diploma desired but not essential. Must be able to read, write and speak clearly, and perform mathematical calculations necessary in the accurate operation of the restaurant.

Experience: A good working knowledge of Happy Chef customer service procedures, generally involving a minimum of one year experience.

Physical: Must be able to stand and/or walk for periods up to four (4) or more hours in length and be able to bend and stoop. Must have excellent grooming habits, interpersonal skills and dexterity. Must be able to lift 40 lbs several times per hour and reach storage areas 70 inches off the floor. Must be 16 years of age.

POSITION TITLE: HOST/HOSTESS ☐
REPORTS TO: Restaurant Manager
POSITION SUMMARY:

Provide courteous and prompt service to the customers at all times. Operate cash register, accept payment, and thank customers. Must have clean, tidy and kept appearance at all times.

TASKS AND RESPONSIBILITIES:

1. Greet guest immediately upon entering the restaurant. Seat guests at clean set tables. Inform each guest table of specials, soup available and take beverage order. Inform server of new guests.
2. Collect payment of guest checks and return proper change.
3. Assure total customer satisfaction by checking for prompt service; checking for and correcting problems, relay compliments and complaints to the Restaurant Management.
4. Maintain the entrance and register areas free of hazards and trash. Observe and report the outside entry areas for trash or other hazards. Observe and remedy restroom areas at regular intervals for sanitation and supplies.
5. Bus and set up tables when directed by management. Serve beverages only if absolutely required. Such other tasks as may be assigned from time to time by the management person.
6. Perform other host/hostess duties as set out in the manual.

WORK PRIORITY:

Perform tasks in above numerical order.

SUMMARY:

The host/hostess is the person who provides a welcome to the guest and gives the first impressions. Always be very pleasant, courteous, and take such actions as are necessary to make a good impression on the guest for yourself and that of the restaurant.

PREREQUISITES:

Education: High school diploma desired but not essential. Must be able to read, write and speak clearly, and perform mathematical calculations necessary in the accurate operation of the restaurant.

Experience: A good working knowledge of customer service procedures, generally involving a minimum of one year experience.

Physical: Must be able to stand and/or walk for periods up to four (4) or more hours in length and be able to bend and stoop. Must have excellent grooming habits, interpersonal skills and dexterity. Must be able to lift 40 lbs several times per hour and reach storage areas 70 inches off the floor. Must be 16 years of age.

POSITION TITLE: COOK ☐
REPORTS TO: Restaurant Manager
POSITION SUMMARY:

Prepare food for guests in accordance with the directions and specifications of Happy Chef to provide a pleasing and enjoyable experience for the customer.

TASKS AND RESPONSIBILITIES:

1. Prepare all food items in a timely manner according to the recipes and quantities specified by Happy Chef. Be aware of food preservation, temperatures, cooking times and temperatures. Inform Management of any irregularities in food products.
2. Follow all rules and regulations regarding personal grooming while on duty, including the use of hat and apron. Follow rules and regulations regarding cooking area and sanitation for food storage areas. Work as a team.
3. Prepare and maintain for your shift and future shifts food inventories and supplies by using proper back up and stock lists. Rotate delivered goods and do extra cleaning and organization as needed to run a clean and efficient restaurant.
4. Responsible for loss control of food and supplies.
5. Follow and uphold all procedures for the maintenance of equipment and facilities.
6. Provide such other services as may from time to time be directed by Management. During rush times or when personnel are absent provide such services as may be lacking.
7. Be safety conscious. Keep floors free of debris and spills.

SUMMARY:

Guests come to Happy Chef for quality food, prepared in a timely and consistent manner. The cooks provide this function for the success of Happy Chef.

PREREQUISITES:

Education: High school diploma or equivalent desired but not essential. Must be able to read, write clearly, and perform mathematical calculations necessary in the accurate operation of the restaurant.

Experience: A good working knowledge of restaurant kitchen procedures, generally involving experience.

Physical: Must be able to stand/or walk for periods up to four (4) or more hours in length and be able to bend and stoop. Must have excellent grooming habits, interpersonal skills and dexterity. Must be able to lift up to 60 lbs several times per hour, reach storage areas 85 inches off the floor, and all cooking areas. Must be 16 years of age and 18 years of age to operate or clean a meat slicer and change frying oil.

POSITION TITLE: DISHWASHER ☐
REPORTS TO: Restaurant Manager
POSITION SUMMARY:

Clean dishes, hardware and equipment in accordance with the directions and specifications of Happy Chef to provide a pleasing and enjoyable experience for the customer.

TASKS AND RESPONSIBILITIES:

1. Wash all eating and cooking items in a timely manner according to the procedures specified by Happy Chef. Be aware of water temperatures and wash-rinse times and temperatures.
2. Follow all rules and regulations regarding personal grooming while on duty, including the use of hat and apron. Follow rules and regulations regarding dishwashing area and sanitation for the dish storage areas.
3. Prepare and maintain for your shift and future shifts all supplies and equipment.
4. Follow and uphold all procedures for the maintenance of equipment and facilities.
5. Help bus and reset tables when necessary. Keep parking lot and sidewalks clean. Empty waste baskets and carry out trash. Keep restrooms clean and stocked.
6. Provide such other services as may from time to time be directed by management. During rush times or when personnel are absent provide such services as may be lacking.
7. Be safety conscious. Keep floors free of debris and spills. Maintain all floors, clean and dry at all times.

SUMMARY:

Guests come to the Restaurant for quality food served on clean dishes to be eaten with clean utensils. Dishwashers provide this function for the success of Happy Chef.

PREREQUISITES:

Physical: Must be able to stand and/or walk for periods up to four (4) or more hours in length and be able to bend and stoop. Must have good grooming habits, interpersonal skills and dexterity. Must be able to lift 40 lbs several times per hour, 75 lbs occasionally, and reach storage areas 85 inches off the floor. Must be 16 years of age.



EMPLOYMENT APPLICATION

POSITION DESIRED

FIRST CHOICE _____

SECOND CHOICE _____

FULL TIME _____ PART TIME _____

HAPPY CHEF IS AN EQUAL OPPORTUNITY EMPLOYER, DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT AS DESCRIBED IN STATE AND FEDERAL LAWS.

NAME _____ SOC. SEC. NO. _____
LAST FIRST MIDDLE

ADDRESS _____ HOW LONG _____ PHONE NO. () _____

ADDRESSES OF PAST THREE YEARS _____

NOTIFY IN CASE OF EMERGENCY _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES OF AMERICA? _____

STATE AGE IF UNDER 18 _____ LIST ORGANIZATIONS YOU BELONG TO (EXCLUDE ORGANIZATIONS RELATING TO RACE, RELIGION, NATIONAL ORIGIN OR GENDER) _____

LIST HOBBIES _____

HAVE YOU EVER FILED AN APPLICATION WITH HAPPY CHEF BEFORE? _____ WHERE? _____

HAVE YOU EVER WORKED FOR THIS COMPANY? _____ IF YES, LOCATION: _____

ARE YOU PRESENTLY EMPLOYED? _____ IF SO, WHERE? _____

MAY WE USE PRESENT EMPLOYER REFERENCES? _____ LAST WAGE RECEIVED? _____

WHAT DATE ARE YOU AVAILABLE TO START WORK? _____ DESIRED NUMBER OF HOURS PER WEEK _____

ARE YOU WILLING TO WORK NIGHTS, WEEKENDS, HOLIDAYS? _____ YES _____ NO

AVAILABILITY:

HOURS
AVAILABLE

| | M | T | W | T | F | S | S |
|------|---|---|---|---|---|---|---|
| FROM | | | | | | | |
| TO | | | | | | | |

APPROXIMATELY HOW FAR DO YOU LIVE FROM RESTAURANT? _____

DO YOU HAVE TRANSPORTATION TO WORK? _____

HOW DID YOU LEARN ABOUT A JOB AT HAPPY CHEF? _____

DO YOU HAVE ANY PHYSICAL, EMOTIONAL OR MENTAL CONDITION WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE PARTICULAR JOB FOR WHICH YOU ARE APPLYING? ☐ YES ☐ NO

IF YES DESCRIBE SUCH CONDITION: _____

RECORD OF EDUCATION

CIRCLE HIGHEST GRADE COMPLETED.

GRADE SCHOOL 1 2 3 4 5 6 HIGH SCHOOL 7 8 9 10 11 12 COLLEGE 1 2 3 4 5 6

HIGH SCHOOL _____ COLLEGE OR VO-TECH _____ DEGREE _____

ARE YOU KNOWN TO SCHOOLS/REFERENCES BY ANOTHER NAME? ☐ YES ☐ NO

IF YES PLEASE INDICATE THE NAME(S) _____

EMPLOYMENT HISTORY

*Please start with most recent job on top of the list.

| Employed By | Address | Supervisor | From (Date) | To (Date) | Rate of Pay | Occupation | Reason For Leaving |
|-------------|---------|------------|----------------|--------------|----------------|------------|-----------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

REFERENCES

(Three people (NOT RELATED), known for three years or more)

| Name | Address | Years Known | Occupation | Where Employed |
|------|---------|----------------|------------|----------------|
| | | | | |
| | | | | |
| | | | | |

Military Service: Branch _____ Dates of Service _____

IMPORTANT: READ BEFORE SIGNING!

I authorize investigation of all statements contained in this application except where I have requested on this form no investigation be made. I hereby certify that the facts set forth on this application are true and complete to the best of my knowledge. I understand that if employed, falsified or incomplete statements on this application shall be considered sufficient cause for dismissal.

I understand and agree that if hired, I will be an employee-at-will and my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without cause and without prior notice. Further, I understand and agree that the terms, circumstances and conditions of my employment may be amended, modified or otherwise changed by the Company at any time, and my continued employment with the Company after I have received notice of those changes constitutes an acceptance of those changes by me.

I agree, that if employed by Happy Chef, I will devote my best efforts to the performance of my duties. I will comply with all rules and regulations of Happy Chef and I will obey all lawful directives of my supervisors.

I agree to return any property which I may have in my possession which belongs to Happy Chef promptly upon my termination of employment. If such property is not returned within twenty-four (24) hours after my termination, Happy Chef is hereby authorized to deduct the replacement cost of such property from any amount due me from Happy Chef.

I acknowledge that this Employment Application does not constitute a contract of employment between Happy Chef and the applicant.

It is the policy of Happy Chef to hire only U.S. citizens and aliens who are legally authorized to work in the United States. All applicants for employment will be asked to verify employment eligibility prior to beginning work.

Date _____ Signature of Applicant _____

— DO NOT WRITE BELOW THIS LINE —

INTERVIEWED BY _____ DATE _____ TIME _____ RESULTS _____

ACCEPTABLE FOR EMPLOYMENT _____ START RATE _____ START DATE _____

EMPLOYED BY _____ POSITION _____