



McDonald's Team Member Job Description

McDonald's team member duties.

1. Workplace – sales deck:

- 1.1. Cash transactions shall be conducted according to the Agreement for Full Individual Financial Liability.
- 1.2. When working at the sales deck, the employee shall:
 - greet the client with a smile;
 - accept the order, specifying whether the client will dine on the spot or take the food with him/her;
 - tell about additional dishes or offer an addition to an already ordered dish (no more than one product);
 - takes payment from the client according to the Agreement for Full Individual Financial Liability in the prescribed manner;
 - transfer the order to the client;
 - thank the client for the purchase and invite him/her to come again;
 - serve the client's order in full accordance with the information on the sales point terminal (according to the order put through the sales point terminal).

2. Workplace - kitchen

- 2.1. Know and follow cooking and packaging procedures for all dishes produced in the restaurant.
- 2.2. Fulfill all items in kitchen checklists.
- 2.3. Monitor the proper preparation and serving of semi-finished products at the workplace.
- 2.4. Notify the supervisor of any violations of the process regime.
- 2.5. Timely replenish the stock of raw materials and semi-finished products required for preparing all dishes.
- 2.6. Monitor the cleanliness of washing facilities and equipment; Follow the 'clean as you go' principle.

3. Workplace - hall

- 3.1. Know and fulfill all items in the hall checklists.
- 3.2. Prepare equipment required for work in the allocated room.
- 3.3. Immediately remove all trash left by the client on the table.
- 3.4. Clean toilets every 15 minutes.
- 3.5. Assist clients as needed.
- 3.6. Monitor the cleanliness of the hall.
- 3.7. Monitor the cleanliness of the area around the restaurant.
 - keep hair neatly collected under the cap (men's hair should not touch the collar);
 - flat black closed leather shoes; sports shoes are not allowed.