



Job Description

Position Title: Dining Room Attendant

Effective: 5/1/2021

Reports to: Shift Supervisor, Food Service Supervisor, Food Service Director

Status: Hourly, Non-Exempt

Essential Functions:

Provide courteous service in dining room, maintain clean working environment.

Essential Duties:

The essential duties are as follows:

- Work as scheduled for 1st or 2nd shift dining room service.
- Responsible for all aspects of dining room cleanliness. Maintain salt, pepper, and sugar containers.
- Bus and clean tables, sweep and mop dining room. Trash out as needed. Maintain bussing line. Carry dishes in to dishwash area.
- Preparation of hot & cold beverages, set up of beverage stations; follow guidelines as directed by their supervisor.
- Prep of scheduled breaks per the function sheet.
- Maintain high standards of cleanliness.
- Maintain and implement North Carolina health codes.
- Must be able to work well, in cooperation with others.
- Assist others as needed.
- Other duties as assigned.

Requirements:

- Education: 14 yrs of age & up.
- Experience: none required.
- Physical Requirements: Must be able to stand for long periods of time.

Competencies:

1. Ability to work well independently and meet deadlines.
2. Ability to communicate effectively.
3. Ability to plan and prepare for assigned tasks.
4. Ability to follow directions and work cooperatively with others. Teamwork is essential.
5. Exhibits fine attention to detail.
6. Ability to use critical thinking and resources to solve problems.
7. Ability to maintain a high level of integrity and professionalism.
8. Ability to be courteous and enthusiastic, and present a neat, pleasant, and professional appearance.
9. Ability to set an example of a positive work ethic and attitude.
10. Ability to present food with excellence.
11. Ability to manage multiple tasks, prioritize effectively, solve problems, and be detail oriented.
12. Ability to communicate effectively (oral and written communications).
13. Ability to function effectively as a supportive team member.
14. Ability to work independently without direct supervision.
15. Ability to work a flexible schedule including evenings, weekends, and Holidays.
16. Ability to work productively under pressure to meet deadlines.
17. Ability to work within budget guidelines set for the department.

Employee Signature: _____ Date:

Supervisor Signature: _____ Date: