

## **Green Lake Conference Center Job Description Dining Room Attendant**

Position: Dining Room Attendant  
Reports to: Director of Dining and Catering Services  
Job Class: Part time, hourly non-exempt

### Core overview of role:

Responsible to monitor and maintain the hot food lines, beverage and ice cream stations, china, silverware and paper products. Serves guests with a professional, friendly, and positive attitude and puts guest requests above other duties. Acts as a front-line ambassador for the department and conference center, representing a high standard of excellence.

### Essential duties and responsibilities:

- Set up, clean up and service all hot food lines, beverage, and ice cream stations for meals
- Prepare condiments for all meals and monitor availability during meals
- Stock dishes, supplies, paper products, silverware, and related items
- Be knowledgeable and answer guest inquiries regarding beverage choices
- Wash, dry, fold and put away kitchen/dining room rags and aprons
- Anticipate and tend to guest needs
- Adhere to all sanitation guidelines
- Wear non-slip shoes and follow other safety guidelines
- Wear gloves when preparing ready to eat foods
- Communicate with staff
- Communicate needs or issues to immediate supervisor
- Reports incidents to immediate supervisor
- Work a varying schedule with evening, weekend and holiday work required
- Other duties as may be assigned

### Core responsibilities of every staff member:

- Effective performance of work assigned and the maximum effort in carrying out our common objective
- Be a strong team player with a positive attitude that cooperates with others internally and externally to better accomplish the mission
- Accept leadership and self-discipline as vital to consistent group effort
- Contribute thought, interest, and suggestions for the better performance of work and the improvement of staff relations

### Qualifications include:

- Reliability and punctuality
- Clean appearance with excellent hygiene habits
- Multi-tasks efficiently
- Able to communicate verbally and interact with guests
- Organized, detailed and accurate
- Prioritizes and works efficiently with limited supervision
- Professional attitude and interacts with others in a calm and courteous manner
- Recognizes and resolves issues quickly and effectively
- Able to work in a team environment
- Show flexibility in terms of schedule to ensure smooth and efficient operation

Work environment:

- General kitchen and dining room environment
- Indoor work but some outdoor work such as picnics or other food service functions may be required
- A fast-paced environment with large crowds
- Lift up to 30 pounds
- Stand, walk, remain on feet, and perform job duties for entire shift duration