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# Example of Dining Room Supervisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of dining room supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for dining room supervisor

* Understands and strictly adheres to rules and regulations established in the associate handbook and the hotel's policies concerning fire, hygiene, health and safety
* Monitoring the Private Bar Replenishment procedures, cleanliness and sales
* Ensure proper tray set up procedures
* Follow prepared scenario to encourage upselling
* Printing reports at the end of the shift and banking out
* Must have knowledge on minibar system, including maintaining, stocking, and ordering product
* Ensures the high standards of service in the restaurant
* Responsible for the satisfaction of the guests with the service offered and the food & beverage that is presented to them, within the station which is assigned to him/her
* Practices teamwork with his follow workers
* Intercedes between guests & staff when a difference of difference of opinions arises

## Qualifications for dining room supervisor

* High School diploma / GED accepted
* College degree with emphasis in Hotel, Restaurant and Tourism
* Previous point-of-sales experience
* Must be able to clearly communicate in-person over the telephone
* Minimum of two-year degree preferred
* Prefer 2 years of service/wait staff experience