Downloaded from <https://www.velvetjobs.com/job-descriptions/dining-room-supervisor>

# Example of Dining Room Supervisor Job Description

Our growing company 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

* Keeps him/herself informed about the activities of the competition so that when the review of the menus takes place the restaurants position can be better assessed
* Responsible for setting up & preparation of his station
* Personally thanks guests upon their departure for their patronage and expressing the hope of seeing them again soon
* Follows the hotel hygiene standards
* Has the ability to speak, read, write and understand the primary language(s) used in the workplace
* May interview, hire, and discharge dining room personnel, train dining room employees, schedule work hours and keep time records of dining room workers
* May assist in planning menus, prepare beverages and expedite food orders
* May collect payment from customers and total receipts at end of shift to verify sales and clear cash register
* Monitor dining rooms for seating availability, service, safety, cleanliness and well being of restaurant guests
* Ensure all staff has completed side work checklists for dining room

## Qualifications for dining room supervisor

* Previous experience as a head waiter or team leader in a restaurant/hotel environment
* Proven time management skills and is solution focused, with the ability to effectively problem solve
* Must have knowledge and understanding of Food & Beverage, incl
* Hotel Management degree preferred
* One year in a managerial position in related department in a Starwood hotel
* Knowledge of both front and back of the house operations - preferred