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# Example of Dining Room Supervisor Job Description

Our company is growing rapidly and is hiring for a dining room supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for dining room supervisor

* Handle guest comments and complaints and ensure member and guest satisfaction
* Observe, teach and correct staff’s service in a professional manner
* Assist in monthly MOS audits
* Maintain knowledge of member events and the resort property
* Leading, managing, and directing the staff for all established meal periods, adhearing to consistent food and table service
* Utilizing Infogenesis to ensure that cash control polices and standards are maintained, covers are reported correctly, pricing is accurate, and all charges are properly posted
* Oversee all Room Service, VIP and Select Guest deliveries to ensure that they are consistently carried out in accordance with company expectations and standards, in order to oversee this area the supervisor must be observing and checking off on all select guest trays prior to delivery to guest room approving all amenities prior to room delivery
* Complete tray and table retrievals on a regular basis throughout the day, completing the retrieval is done efficiently and within a reasonable amount of time after delivery or upon guest request
* Perform any other reasonable duties as assigned by management
* Responsible for managing and organizing OpenTable, the reservations system for The 10th

## Qualifications for dining room supervisor

* Must be able to solve problems quickly and effectively
* Must be able to work both indoors and outdoors - required
* Must be able to stand and/or walk for extended periods of time without sitting - required
* Banquet Experience preferred
* Must be able to maintain a pleasant, positive, productive work environment with a sense of urgency
* One (1) year experience as cashier, two (2) years experience as a waiter or waitress, and one (1) year in direct sales or the retail trade