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# Example of Dining Services Job Description

Our company is growing rapidly and is looking to fill the role of dining services. 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 services

* Audits the department monthly credit card statements to assure accurate information is submitted
* Manages comprehensive office organizational systems, including creation and use of various department forms, documentation of hard copy filing systems, and efficiency of online data recordkeeping
* Ensures that all employees are informed about training opportunities
* Manage inventory of all office supplies, while monitoring budget allocation for these items
* Aids in all aspects of new employee hiring for Dining Services and maintains procedures to facilitate the execution of the necessary paperwork and confidential documentation to complete the hiring process
* Oversees, manages, and edits department Policies and Procedure
* Performs other duties related to job description as assigned by the Supervisor
* Responsible for the supervision, training, work assignments and work schedules for Dining Service personnel
* Holds individuals accountable when standards are not met
* Recommends staffing needs and assists in the selection and evaluation of staff

## Qualifications for dining services

* Solid command of classic French cuisine contemporary cosmopolitan American cuisine
* Must have excellent oral communications and customer service skills, be able to write legibly
* Understand Point of Sale systems
* Capable of working under indirect supervision only, and able to use sound judgment in decision-making
* Act in a compliance with federal and state sanitary regulations facility infection control guidelines and dietary policies/procedures
* You are courteous and possess a professional telephone manner