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# Example of Dining Job Description

Our growing company is hiring for a dining. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for dining

* Interact with patients to ensure that their food needs are met
* Prepare foods that require little or no cooking for patient and non-patient dining
* Prepare foods using recipes that comply with department standards and safe food handling techniques
* Act as a Nursing unit liaison with the Dietary Department
* Assists with cash handing, receipts, preparing transmittals, operating reports and payroll
* May be assigned to department-wide committees
* May be assigned to other related dining service duties and special projects as needed
* Check menu and set up dining room tables for service by obtaining and properly placing tablecloths, napkins, silver, china, sugar bowls, ash trays, salt and pepper shakers, and other required items
* Take order of guest and answer questions regarding such things as food ingredients or processes
* Order and obtain food items from the kitchen areas according to standard procedures

## Qualifications for dining

* Educated to undergraduate degree level is preferred
* Between 5-7 years experience within either a demanding corporate office environment or a hospitality/service related industry
* Comprehensive understanding of essential elements as they relate to this specific job, in order to deliver consistent high level of service to which firm is accustomed
* Extremely customer focused, understanding the concept of the "internal customer" is paramount
* Ability to understand requirements that are both tactical and strategic
* Adept at managing differing priorities