



# Example of Dining Room Server Job Description

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Our company is hiring for a dining room server. 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 server

- Check catering orders
- Wear the required Personal Protective Equipment (PPE)
- Follow cleaning schedule (daily, weekly, monthly, etc) or as needed
- Clean all equipment as per manuals
- Reports any unsafe conditions, equipment, or behavior to manager immediately
- Attends educational Safety briefs
- Understands facility's disaster plans, and follows prescribed procedures during drills, and in actual emergencies
- Disposes of refuse in designated bin (use ladders provided to access bins)
- Reports supply shortages and equipment repair needs to Supervisor/Manager
- Directs any health and Safety concerns to Supervisor/Manager

## Qualifications for dining room server

- GREAT opportunity for students - work hours managed around class schedules
- Serving experience preferred but not required
- Lift and store stock and equipment weighing up to 50 pounds
- Proficient in reading and writing English to facilitate safe and effective communications

