Example of Dining Services Job Description

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Our innovative and growing company is looking for a dining services. 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 services

- Checks food/beverage preparation and dining areas for cleanliness and proper presentation
- Develop and maintain executional customer service standards and achieves customer satisfaction goals (residents, guest and employee)
- Monitors a large complex budget and maintains fiscal records
- Advises and informs supervisory and dining personnel regarding policies, procedures, personnel issues and other matters pertaining to effective and efficient operations
- Works a flexible schedule
- Performs other duties as assigned by the Director of Dining Services
- Provides training for staff in new cooking and service techniques
- Assists in interviewing, hiring, training, and evaluating staff
- Assists in the purchase of food, kitchen supply and kitchen equipment
- Assists in planning of special events and response to customer requests within cost parameters

Qualifications for dining services

- Must be able to lift and carry food and beverage items and industrial maintenance equipment
- Bachelor's degree in Hospitality, Culinary, Restaurant/Institution Management, Dietetics or Nutrition required

- Working knowledge of MS Office Suite, and any other applicable software applications necessary for the execution of duties and responsibilities listed above
- DIETARY SERVICE SUPERVISOR or DIETARY MANAGER CERTIFICATE, or
- Associates Degree preferred, or equivalent experience in administrative support or related field