



Example of Dining Job Description

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

- Maximizing sales and profitability by ensuring your area of responsibility is clean, tidy, fully stocked and correctly priced
- The Employee Dining Cook 2 is in charge of the cafeteria
- With the assistance of the stewards, you will make sure the kitchen and counter pick up is always kept clean
- Prepare sauces, cold meats and vegetables
- Follow recipe notes
- Prepare, cook, finish, and garnish all Hot & Cold food products
- Make sure that set ups and mise-en-place are done accurately before opening the <<2010 Restaurant>>
- Ensure your kitchen section has sufficient back up to help the service to run smoothly
- Log the temperature of the refrigerators daily
- Make sure the kitchen is always clean

Qualifications for dining

- Ensure reception areas, meeting rooms and kitchens are kept tidy and convey a professional business environment, notifying appropriate contacts if maintenance services are required
- Answer telephones in a professional, courteous and timely manner
- Receive and distribute mail and courier services

- Keep manager informed and up-to-date about all relevant information related to day-to-day activities, and escalate issues as appropriate
- Exercise discretion in managing correspondence, information and all matters of confidentiality