



Example of Dining Job Description

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

- Record/verify temperature control checks (HACCP) and Safety and Sanitation guidelines
- Places orders to vendors based upon Computrition information and make adjustments as needed per flexibility in production
- Train hourly and other Classified employees to follow safety, sanitation, and operation guidelines
- Help in preparing requisitions and par stocks to ensure sufficient supplies at all times and avoid overstocking
- Ensures that preparations are ready on time and sufficient in quantities to operate service hours uninterrupted
- To be aware of banquet functions for extra casual staff needed
- Assist with dining room set up including setting tables, stocking buffets and serving residents
- Perform a variety of dining service functions in serving and maintaining clean, sanitary and organized conditions of dining areas, facilities and equipment
- Assist with any and all aspects for service set up, including preparing food items as instructed and in accordance with recipes, and assist at catering events
- Ensure all foods are served at proper temperature and on time

Qualifications for dining

appropriate AV/equipment and catering as required

- Support the business with special projects or requests as required
- Prioritize and manage own workflow to ensure efficiency and effectiveness
- Support the team by continuously developing knowledge, including maintaining proficiency with software applications/programs and/or department specific systems as required
- You have strong client service orientation
- You have effective interpersonal skills