



Position Description

TITLE: PART TIME DINING SERVICE HOST

LOCATION: Academy Dining Services to include both Elm Street and Wetherell Dining Halls.

HOURS: Generally 20 hours per week (not to exceed 999 hours per year). May vary as position's duties and responsibilities vary. Availability to work flexible hours, including nights and weekends, when necessary.

SCHEDULE: Part-time, non-exempt (hourly) support staff position. Schedule may vary according to Academy needs.

FUNCTION: Works and performs as a key player with the Dining Services team to "create a dining experience, where the whole person is renewed." To be responsible for the coordination of the food and supplies necessary for student, staff and faculty meal services. Also responsible for the operation of the dining area assigned, including the arrangement, cleaning and condition of the furnishings and equipment.

ANTICIPATED OUTCOMES:

Ensure and maintain a high level of service in the Dining Halls, in order to project the high standards of excellence and customer satisfaction, by

- ~ Anticipating and meeting the daily needs of our customers with a positive and uplifting attitude.
- ~ Building relationships with staff, faculty, students and community that reflect and embrace the Dining Services mission to "create a dining experience where the whole person is renewed."
- ~ Inspiring teamwork.

Assist in the daily operations of the dining hall, in order to provide the best possible service and food quality, by

- ~ Ensuring proper set-up and break down of all dining areas for the meal being served.
- ~ Working with dining hall personnel to achieve full participation in the efficient, clean, orderly and organized operations of the dining hall, to include floors, tables, chairs, windows, and doors, and all areas as necessary.
- ~ Monitoring the appearance, quality, and quantity of all foods served.
- ~ Turning on/off and monitoring appropriate equipment needed for each meal.
- ~ Setting up, keeping clean, replenishing and breaking down hot carts, salad/sandwich/breakfast/dessert bars.
- ~ Supplying, stocking, monitoring temperatures and operation of, all cold and hot beverage machines.
- ~ Ensuring that storage areas are stocked with cereals, coffee, paper goods, and other supplies as needed.
- ~ Setting up, maintaining, and breaking down serving lines.
- ~ Keeping accurate meal counts of faculty, staff, and guests.
- ~ Familiarizing oneself with the faculty, staff and students by using the PEA "Face Book."
- ~ Keeping supervisors informed of any problems or requests.
- ~ Filling out proper guest slips and taking cash from paying guests
- ~ Observing all policies regarding MSDS safety and sanitation, to include the proper handling of foods and equipment, including cleaning chemicals.
- ~ Keeping informed of all material safety data.
- ~ Wearing the proper uniform.
- ~ Attending staff meetings, as scheduled.

Performing other duties as assigned.

LEADERSHIP: Reports directly to the Manager of Dining Services.

WORKING

CONDITIONS: Excellent facilities with good equipment. Usual food service operation conditions: exposure to heat, steam, cold, and equipment common to food establishments. Must be able to withstand varying temperatures. Non-smoking environment.

QUALIFICATIONS: Must have a personal history that is free of criminal arrests that have not been annulled by a court. Must consent to a criminal background check.

Education/Training: Strong commitment to service. High school graduate or GED preferred. Must be able to read and write and perform mathematical calculations.

Experience: Knowledge of food presentation and the use of appropriate equipment and tools.

(Please see reverse ↓)

PART TIME DINING SERVICE HOST (CONT.)

Skills, Traits & Characteristics Necessary for Success: Must be people oriented. Requires a calm nature and ability to handle stress. Strong commitment to service, excellent organizational, strong interpersonal skills, creativity and an “eye” for décor are essential. Personal cleanliness, good general health and the ability to withstand the strain of set-up and takedown duties are required.

Physical Demands: To perform the essential functions of the job, the following applies: Good general health with emphasis on personal hygiene a must. Requires standing, bending, climbing stairs, walking, reaching, and lifting. Must be able to lift and transport at least 50 lbs. Requires a calm nature and ability to handle stress.

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