



Position Description

TITLE: DINING SERVICES HOST

LOCATION: Elm Street and/or Wetherell Dining Hall

REPORTS TO: Dining Unit Manager

HOURS: Hours vary according to scheduled shift and Academy needs. Availability to work flexible hours including nights and weekends.

CLASSIFICATION: Non-exempt (hourly paid) support staff position

FUNCTION: Hosts are responsible for the coordination of food and supplies necessary for meal services, and for the operation of the dining area assigned, including the arrangement, cleaning and condition of furnishings and equipment.

ESSENTIAL DUTIES:

- Ensure and maintain a high level of customer service in the dining halls
- Promote a positive and congenial atmosphere for students, employees and other customers
- Ensure that all areas of the dining room are cleaned and maintained, including tables, chairs, floors, equipment and décor
- Monitor the quality and quantity of all food served
- Ensure that all foods are served in accordance with HAACP standards, policies and procedures
- Ensure proper set up and break down of all dining areas
- Set up, maintain and break down serving lines
- Stock, operate and monitor appropriate equipment needed for each meal
- Set up, maintain replenish and break down hot carts, salad/sandwich/breakfast/dessert bars as assigned
- Ensure that food and beverage equipment are operational at the proper temperatures
- Ensure that storage areas are stocked with cereals, coffee, paper goods and other supplies as needed
- Keep accurate meal counts of guests
- Be prepared to answer guests' questions regarding all prepared foods, including but not limited to the ingredients, methods of preparation and known allergens
- Keep up-to-date on emergency procedures and be prepared to implement when necessary
- Inform host and/or manager of any problems or requests
- Complete proper guest slips and take cash from paying guests
- Practice proper cleaning procedures and observe all MSDS policies/procedures for safety and sanitation

QUALIFICATIONS:

Education/Training: High school graduate or GED preferred. ServeSafe Certification preferred; training available. Must be able to read and write and perform mathematical calculations.

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

Physical Demands: Requires standing, bending, walking and climbing stairs. Must be able to lift and transport at least 50 lbs.

DATE: September 2011