

RETIREMENT UNLIMITED INC.

JOB DESCRIPTION

DINING ROOM SUPERVISOR / HOST / HOSTESS

Summary: Supervises the Dietary Aide staff in proper service of residents during all meal periods. Assigns and coordinates duties of dietary aides. Maintains cleanliness of dining room and directs staff in the overall effective and efficient operation of the dining room.

Reports to and is supervised by the Food Service Manager or Cook.

Functions:

POLICY/PROCEDURES/ADMINISTRATION

- Develops and maintains a working knowledge of all policies and procedures pertaining to the position, the department, and the personnel.
- Trains dietary aides.
- Maintains a clean work environment.
- Must be able to "close" the kitchen according to rules and regulations set by the Food Service Manager.
- Must be able to delegate duties to staff and set a good example.
- Insures that meals are served hot and are presented in an appealing manner.
- Must be able to mop, sweep and assist in the cleanliness of the kitchen as well as the dining room.
- Attends in-services and staff meetings as required.
- Performs other duties as assigned.

RESIDENTS

- Oversees wait service to the residents during meals.
- Serves bread and coffee to residents during the meal.
- Handles resident complaints promptly and reports them to the Food Service Manager.
- Takes an accurate meal count of residents served at each meal.
- Welcomes new residents to meals and assists them with seating arrangements.

STAFF

- May supervise and conduct training sessions for other staff members as required.

REQUIREMENTS

- Must possess a working knowledge of dining room procedures and responsibilities to insure follow through by staff.
- Must be neat and well groomed.
- Must be in designated uniform during working hours.
- Must have basic understanding of food item preparation.

- Must be able to communicate effectively and supervise others.
- Must be able to stand for long periods of time and withstand temperature extremes, wet and/or humid conditions and noise.
- Must be willing and able to learn quickly.
- Must be willing and able to work a flexible schedule including weekend and holidays.

Signature

Date