

Job Title: Dining Room Attendant**Department: Food Service****Reports to: Wait Staff Supervisor**

Mealtimes are an intrinsic part of “the Capon experience.” Down-home comfort food is served family or buffet style in the main dining room or at the Sunset Lodge Hill Pavilion. Our Dining Room Attendants play a vital role, fostering a welcoming environment where guests enjoy good food and camaraderie.

Key Areas of Responsibility:

- Greet and seat guests
- Answer guests’ questions regarding menu items, including possible substitutions
- Take food and drink orders
- Relay orders to kitchen staff and receive food and beverage items
- Serve food and beverages to guests
- Check on guests during meals to ensure optimal dining experience

Other Areas of Responsibility:

- Prepare fruits and salads
- Table setup, including linens, silverware, glasses, condiments, water carafes
- Organize condiments, pour syrup or salad dressings into serving containers
- Prepare and package individual place settings
- Refill condiment and napkin containers
- Clear used plates, glassware and flatware and clean tables
- Wash glasses and silverware
- Sweeps and cleans dining room or pavilion

Education:

- 10th Grade or higher

Experience:

- Prior experience in food service is a plus.

Training:

- StateFoodSafety certification is a plus.

Knowledge and Characteristics:

- Effective communication and active listening skills for conversing with guests.
- Excellent customer service skills. Must be approachable and friendly.
- Ability to accurately report customer orders.
- Ability to comfortably wait on 15-20 guests per meal.
- Ability to lift up to 25 lbs. with assistance.

Tools/Equipment Used:

- Kitchen utensils
- Bread slicer
- Serving cart
- Coffee Maker

Terms of Employment:

This is a full or part-time seasonal position from mid-April through mid-November. Work will be mainly indoors but will require some outdoor work when meals are served at the Sunset Hill Lodge Pavilion. Days and hours vary, including some longer shifts with extended breaks. Must be available for weekend and holiday work during the season.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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