



POSITION DESCRIPTION

POSITION TITLE	Food/Hospitality Servers
REPORTS TO	Executive Chef/Operations Manager
TENURE	Part Time

PRIMARY OBJECTIVE OF THIS POSITION

To provide a welcoming, attentive and professional dining room environment to the Retreat Center guests.

KEY WORKING RELATIONSHIPS

Executive Director, Operations Manager, Executive Chef, Maintenance Technician, Community Superior, Development Coordinator, Hosted Group Coordinator, Housekeeping

DUTIES:

- Serves guests with food and beverages in a positive and friendly manner.
- Provides information to help guests feel comfortable and welcome.
- Presents food options in a prompt and efficient manner.
- Maintains dining ambiance with an enthusiastic attitude.
- Assisting with the tidying of tables, busing, setting up of tables, dishwashing, and keeping the dining area neat and pleasant
- Protects establishment and guests by adhering to sanitation and safety policies (including but not limited to COVID-19 protocols).
- Delivers accompaniments and condiments, as requested.
- Responds to additional guest requirements by inquiring of needs and observing the dining process.
- Throughout meal time, refill water glasses, and being alert to patron spills or other special needs.

OTHER DUTIES:

- Performing other duties as requested

PERSON SPECIFICATION

- Available to work a variety of hours, days and shifts, including weekends
- Maintains current ServSafe certificate
- Punctual, dependable, hard-working, multi-tasker, organized, flexible and good communicator
- Knowledgeable and proficient with dining room etiquette
- They will be a team player keen to promote the Center in the wider community
- Be accessible to supervisor via a cell phone
- Work cooperatively with other staff

OTHER CONDITIONS

All staff at Christ the King Retreat Center are required to undertake a Diocesan background check.

All staff are required to be aware of Work Health and Safety policies of Christ the King Retreat Center.

All staff are required to familiarize themselves with the direction of the Staff Handbook.

During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

Christ the King is a small, not for profit organization which requires all employees to multi task and often assist in areas outside of their usual domain.

Print name	Signature	Date
EMPLOYEE:		
MANAGER:		