

DINING ROOM SUPERVISOR

Job Description

The role of the Dining Room Supervisor is to coordinate all activities related to the dining room and dishwashing area. S/he oversees the dining room set-up, schedule and manages the dining room & dishwashing staff, and supervises the counter service where applicable. This is a hands-on position—the Dining Room Supervisor works alongside his/her crew.

Job Duties & Responsibilities

- ☆ Supervise the dishwashing and dining room staff: hold weekly staff meeting, evaluate employees, trouble shooting possible staffing problems.
- ☆ Supervise the dining room: set-up of the tables, during meals ensuring an efficient service, assure proper sanitation of the dining hall at all times and supervise the dirty dish area.
- ☆ Maintain inventory of dishwashing chemicals/cleaning & paper products, etc.
- ☆ Organize dishwashing & dining room staff schedule.
- ☆ Communication: meet with Chef Manager, arrange special events (theme meals, parent's buffet) and birthday cakes, etc.
- ☆ Assist with the dishes, pots, clean-up, set-up, etc, showing s sense of "leading by example".
- ☆ All other duties as assigned by the Chef Manager

Other Information

The Dining Room Supervisor must work together with all of the Dishwasher/Kitchen Helpers as a team and is required to work with many different people and personalities and must be flexible, adaptable and accommodating. Hours can be long at times (particularly during the first two weeks) and the work requires a good amount of energy. The facilities and the equipment available may range in quality from rough and barely adequate to superior and well equipped. Employees must adapt quickly to a new working environment and working conditions (rustic accommodations, co-workers, work hours, etc.) S/he works under the supervision of the Chef Manager (and/or his/her designate). Dishwashers are in direct contact with various commercial and industrial cleaning solutions and detergents.

Skills & Experience Required

- ☆ Leadership skills, good organization, ability to communicate with all types of people, and previous supervisory experience
- ☆ Fast learner, hard worker, enthusiastic, good interpersonal skills, meticulous, physical strength