

## **Spruce Lake Retreat**

**Position: Dining Room Host / Hostess**

Type: Part-time / Hourly

Department: 300 Food Services SL

### **Position Description**

The Dining Room Host/Hostess are responsible for smooth and efficient operation of the food and drink service lines. There are three position levels, each with increasing responsibility. Each level comes with more responsibility, stronger job performance and therefore, increased rate of pay.

**Accountability** Accountable to the Food Service Director or designated supervisor

### **Qualifications**

- Must affirm Spruce Lake mission, vision, and core values
- Must have a teachable spirit, team-player attitude, and servant heart.
- Must be responsible, industrious, hospitable, and enthusiastic.
- Must always dress with modesty and good taste.
- Flexible schedule including ability to work rotating weekends and holidays

**Physical Requirements:** able to stand for long periods of time, lift 30 lbs., perform repetitive motions with arms, wrists, shoulders.

### **Essential Responsibilities**

- Level 1 Duties and Tasks:
  - Assure that guests are helped as needed
  - Change drink containers and make additional coffee as needed
  - Clean dining room tables as guests leave preparing for additional guests.
  - Assure that dining room is clean after each meal in preparation for additional guests.
  - Able to replace trays and keep buffet filled
  - Assist dish room staff in window as needed.
- Level 2 Duties and Tasks:
  - All of Level 1 duties
  - Assure that all beverages at each meal are ready before the line opens
  - Supervise and assist with preparation of dining room for service
  - Able to set up and take down remote coffee break stations around retreat center locations.
- Level 3 Duties and Tasks:
  - All of Level 1 and Level 2 duties
  - Able to open and close as needed.
  - Assign specific duties to dining room staff
  - Converse with office and kitchen staff to understand and carry out any changes that may happen at the last minute
  - Assure that all dining room staff meet requirements of attire and conduct of Spruce Lake.
  - Able to solely accommodate 60 guests in a reasonable amount of time
  - Assure that dining room is ready for next day and that room is secure at end of day
  - Maintain an adequate inventory of product upstairs to supply projected guest counts

### **Other Responsibilities**

- As assigned by supervisor or kitchen manager