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[COMPANY NAME] JOB DESCRIPTION

Position: Dining Room and Cafeteria Attendants and Bartender Helpers

Job Description:

Facilitate food service. Clean tables, carry dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food, and serve water, butter, and coffee to patrons.

Job Tasks:

- Perform serving, cleaning, and stocking duties in establishments such as cafeterias or dining rooms in order to facilitate customer service.
- Clean up spilled food, drink and broken dishes, and remove empty bottles and trash.
- Carry food, dishes, trays, and silverware from kitchens and supply departments to serving counters.
- Carry trays from food counters to tables for cafeteria patrons.
- Fill beverage and ice dispensers.
- Garnish foods, and position them on tables to make them visible and accessible.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, and trays.
- Mix and prepare flavors for mixed drinks.
- Replenish supplies of food and equipment at steam tables and service bars.
- Scrape and stack dirty dishes, and carry dishes and other tableware to kitchens for cleaning.
- Serve food to customers when waiters and waitresses need assistance.
- Serve ice water, coffee, rolls, and butter to patrons.
- Set tables with clean linens, condiments, and other supplies.
- Slice and pit fruit used to garnish drinks.
- Stock cabinets and serving areas with condiments, and refill condiment containers as necessary.
- Stock refrigerating units with wines and bottled beer, and replace empty beer kegs.
- Wash glasses and other serving equipment at bars.
- Wipe tables and seats with dampened cloths, and replace dirty tablecloths.
- Carry linens to and from laundry areas.

- Clean and polish counters, shelves, walls, furniture, and equipment in food service areas and other areas of restaurants, and mop and vacuum floors.
- Locate items requested by customers.
- Run cash registers.
- Stock vending machines with food.

Required Knowledge:

- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Required Skills:

- **Service Orientation** -- Actively looking for ways to help people.

Abilities Required:

- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

Job Activities:

- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Performing for or Working Directly with the Public** -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

I _____ acknowledge that I have read and understood this job description for the position of Dining Room and Cafeteria Attendants and Bartender Helpers.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____