

# Dining Service Worker – Position Description

## Bergamo Center for Lifelong Learning

### Position Summary

Assists in preparing and serving food to Bergamo guests. Maintains the dining room, service and conference break areas, and kitchen in compliance of all health department requirements and codes.

#### A. Essential Duties:

1. Prepares and maintains the dining room by setting, clearing and cleaning tables, sweeping, vacuuming, and mopping the floor, and replacing settings and cards, and restocking condiment caddies.
2. Assists in the preparation and service of the salad bar, and beverage and cold breakfast stations.
3. Serves food to the guests in a timely, friendly and courteous manner and restocks food during meal service.
4. Washes and restocks dishes and kitchen utensils, pots and pans.
5. Cleans kitchen by sweeping and mopping floor, washing and sanitizing work surfaces, washing equipment, shelving and walls, and removes trash.
6. Preps, serves and cleans up breaks and socials.
7. Prepares morning coffee, and provides evening ice and any other guest-related assistance.
8. Insures deliveries are properly received and stored
9. Performs other duties as assigned.

This section is not intended to be an exhaustive listing of all the responsibilities, duties, and required skills of this position. There are other non-essential duties the Dining Service Server will be required to perform. The Bergamo Center has the right to change duties and responsibilities required for the position of Dining Service Server.

The Dining Service Worker must perform all duties in the manner consistent with the Mission Statement of Bergamo Center. Evaluation of the performance will be based on the fulfillment of the above duties efficiently and accurately with the proper professionalism and as they represent the mission and goals of Bergamo Center for Lifelong Learning.

#### B. Requirements

1. Minimum of three years food service experience.
2. Must be able to lift 50 pounds on occasion and able to be on ones feet 85% of the time.
3. Communication skills to interact with management, associates, subordinates, vendors and guests.
4. Employee authorizes direct deposit of pay.
5. Reliable transportation to and from work is essential.

#### C. Hours

This is a part time hourly position – between 10 to 42 hours per two-week pay period. Hours may vary.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_