

Dining Room Manager/Caller Duties

Report at 4:30pm for Dinner Service

1. Supervise Greeter and Servers.
2. Supervise setting up the Dining Room.
3. Have Greeter and Servers complete the following assigned tasks:
 - a. Sign in, wash hands, and wear name tags.
 - b. Place utensils in paper Silverware Bags with handles sticking out.
 - c. Make coffee (regular and decaf) & hot water.
 - d. Change "Meal provided by" cards on each table.
 - e. Fill & distribute water pitchers (1/4 ice + 3/4 water).
 - f. Set out drink pitchers and ice bucket with slotted spoon.
 - g. On each table, place 3 acrylic glasses rim side down on a napkin.
 - h. If the table turns over, wash/rinse/sanitize the tabletop before the next guest is seated.
4. Act as Caller to order meals for the tables once the guests have been seated and served a beverage.
5. Assist Servers, if needed (serve drinks, deliver food, clean tables, etc.)
6. Handle the distribution of Grocery Bags on Fridays and other assorted giveaways at each meal.
7. Responsible for taking orders for Take Out food (seconds will not be offered).
8. Be the point of contact for guest disputes/unacceptable behavior during meal service. Request ServSafe manager assistance if necessary.