



**Job title:** Wait Staff  
**Department:** Dining Room  
**Grade:**

**FLSA status:** Non-Exempt  
**Reports to:** Dining Room Manager

**The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.**

**Position Summary:** Prepares dining room for guests prior to meals, assists guests during meals with meeting needs and cleans the dining room afterwards in preparation for the next meal.

**General Purpose:** To provide outstanding guest service to Sandy Cove Ministries' guests in the Dining Room so that they are better able to connect with each other and God.

**Role Qualifications:**

- A Personal relationship with Jesus Christ
- Courteous and pleasant; clean and neat in appearance
- Positive attitude
- Friendly and outgoing; willing to be helpful as a “servant”
- Team-oriented

**Essential Job Functions/Responsibilities:**

- Report to Supervisor for table assignments and other pertinent updates
- Perform Wait Staff responsibilities
  - Prepare for meal by placing drink pitchers on tables; prepare coffee and hot water and clean beverage station, prepare bussing stations
  - Warmly welcome guests into Dining Room by showing available tables, explaining available food and drink items
  - During meal offer assistance to guests, refill drinks, clear dirty plates and glasses to bus stations, and help keep buffet lines stocked with adequate amounts of food
  - After meal, clear tables and take dirty plates, glasses and silverware to dish room
  - Wipe down tables & chairs, vacuum under tables & closest bus station and reset table for the next meal
  - Restock/refill table sugars, salt & pepper
- Perform Buffet Line Responsibilities
  - Prepare buffet lines by setting up & heating chafing pans, gathering serving utensils, stocking adequate plates and/or bowls and placing all food and condiments are on line and ready to serve
  - During meal keep buffet lines stocked with adequate amounts of food, plates and condiments
  - Help assist guests and help clear dining room tables as needed
  - Clean up after guest meal by removing chafing pans and taking leftover food to cooks and dirty pans/utensils to the dishwashers

- Change table linens on buffet and salad bar lines as needed
- Take out trash, and vacuum buffet areas
- Openly communicate questions or concerns to supervisor during shift.
- Prepare drinks and deliver snacks for guest “snack breaks” and return dirty plates etc. to kitchen
- Assist all other positions in Dining Room & Kitchen in order to ensure the best meal Experience for guests
- Complete any other reasonable request given by supervisors

**Essential skills and experience**

- Ability to provide excellent guest service
- Ability to clearly communicate
- Ability to effectively work in a team environment

**Nonessential skills and experience:**

- Prior food service experience

**Reporting to this position: None.**

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee must be able to physically lift up to 40 pounds on occasion and 25 pounds repetitively and will be required to stand, walk (for up to 3.5 hours at a time), use hands, balance. The ability to see is required to perform the essential job functions.
- *Work environment:* While performing the duties of this job, the noise level in the work environment is usually minimal to moderate.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 08/01/11**

**Revised:**