

Operations & Hospitality

DINING ROOM SUPERVISORS (HILL OR PURDY)



JOB DESCRIPTION

The Purdy and Hill Dining Room Supervisors are each responsible for overseeing one of two dining halls and the staff assigned to them. Purdy is a more intimate, fine-dining experience and The Hill Dining Hall is bigger with a family-friendly atmosphere.

REQUIREMENTS

The following are preferred or required:

- Must have social intelligence, be able to multitask, and have a positive attitude.
- Must be at least 16 years old.
- Wait experience is preferred

RESPONSIBILITIES

- Greet families as they enter and show them to their tables
- Make weekly seating charts for the incoming members and guests
- Move around dining room tables to match seating charts
- Work with the Chefs to know the menu and any dietary restrictions that need to be communicated
- Share announcements with members, including the birthday song tradition
- Delegate shift tasks and section jobs to each shift's staff
- Work with various departments like scheduling, Front Desk, Operations, and the other dining hall for any needs that arise
- Listen and respond in a professional manner with members, using what you learn in the customer service and professionalism seminars you had during training week.