

Spec. Code: 3481  
Occ. Area: 10  
Work Area: 382  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 03/22/94

## **DINING ROOM SUPERVISOR**

### Function of Job

Under general supervision from a designated supervisor, to perform supervisory duties in connection with a dining room and/or serving counter.

### Characteristic Duties and Responsibilities

1. supervises and assists in the serving of foods
2. supervises and assists in preparing food for serving (such as coffee, tea, toast, sandwiches, salads, and other items commonly put together at the serving counter)
3. obtains and places pans of food on steam tables or supervises this activity
4. is responsible for the cleaning of dining tables, counters, steam table, equipment, and the general work area
5. is responsible for locking dining, serving, refrigeration, and kitchen areas at the end of the serving periods
6. assists in the training of dining room and counter employees
7. supervises assigned dining room and kitchen employees
8. performs related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. two years of work experience in the serving of food (such as as a waiter/waitress). Credit for college course work in or closely related to food service may be substituted for up to one year of the above experience on the basis of one semester hour of college credit being equal to one month of work experience.

#### **PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. knowledge of food service methods and equipment

2. skill in properly serving and interacting with the general public
3. supervisory ability
4. ability to train subordinate staff