

Job Title: Wait Staff

Reports to: Supervising Manager or Person-In-Charge

Responsibilities:

- Communicates effectively, works cooperatively and respectfully with a diverse set of co-workers, staff, management, and guests.
- Sets-up and maintains assigned tables before, during and after meal periods.
- Keeps serving areas supplied with clean dishware, glasses, silverware, trays, and other supplies needed during meals.
- Communicates in a timely manner to Supervising Manager or Person-in-Charge concerning food quality and related issues.
- Monitors all food related and serving equipment to ensure quality and quantity are suitable for guests.
- Utilizing knowledge of food allergies/intolerances, directs guests to safe menu items. Informs guests on foods by knowing the menu items and the ingredient listings or by referring them to the person in charge.
- Maintains safe area by responding to spills and breakages.
- Cleans and sanitizes dining room area tables, chairs, and shelving.
- Keeps all storage areas organized and re-stocked.
- Leaves work stations clean and restocked.
- Follows sanitation standards in compliance with all regulatory agencies.
- Recycles per policy and follows procedure daily.
- Reports malfunctioning equipment to Supervisor or Person-in-Charge
- Complies with State of Massachusetts and Food Employee Illness Policy
- Attends trainings as assigned.
- Maintains current certifications as required
- Performs other duties as assigned.