



## JOB DESCRIPTION

**POSITION:** Breakfast Attendant

(non-exempt)

**DEPARTMENT:** Rooms

**IMMEDIATE SUPERVISOR:** Operations Manager

### JOB SUMMARY:

Attend food and beverage buffet areas ensuring a high level of quality and consistency. Adhere to all health, sanitation, and cleanliness standards that meet state and local Health Board inspection, brand standard, and hotel requirements.

### ESSENTIAL DUTIES

- Prepare and/or transport all food and beverage items and associated supplies, equipment, and materials to and from the buffet areas.
- Monitor area to ensure adequate supplies of food, beverage, trays, plates, utensils, napkins, condiments, etc. to serve all guests; replenish buffet items and areas as necessary.
- Welcome guests and respond to requests in a prompt and professional manner. Refer any serious matters to management.
- Maintain a clean, neat, and well-organized work and buffet area. Empty trash receptacles and clear tables as required.
- Promote teamwork and quality service through daily communication and coordination with other departments.

### OTHER DUTIES & RESPONSIBILITIES:

- May operate dishwashing machine in accordance with manufacturer specifications and instructions and place clean dishes and utensils in assigned storage location
- Monitor and control food and beverage costs and ensure procedures are followed to ensure the security and proper storage of food and beverage products, inventory, and equipment and to minimize waste.
- Check the working condition of equipment and machinery in accordance with specifications. Report to supervisor all unsafe or malfunctioning equipment, safety hazards, or any other maintenance repair needs.
- Perform other duties as assigned

### QUALIFICATIONS & REQUIREMENTS:

- High school diploma or equivalent and/or some prior food preparation experience in a hotel or related field desirable.
- Must speak fluent English. Spanish language skills preferred.

Initials / Date \_\_\_\_\_ / \_\_\_\_\_

- Carrying or lifting items weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Standing up and moving about the kitchen and cafeteria.
- Handling food, objects, products and utensils
- Bending, stooping, and kneeling.
- The employee must be able to work a flexible schedule at the property. Depending on business demands this individual may be asked to work additional hours and/or perform additional job responsibilities.

**DRESS CODE:** A professional appearance required. A uniform and nametag is required at all times.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED AND/OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE, WITH OR WITHOUT REASONABLE ACCOMODATION.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date