

approved

STUDENT LABOR POSITION DESCRIPTION

Boone Tavern

Most Recently Updated 03/31/99

Position Title: Student Junior Wait staff
Must work 10 hrs/wk.

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a Junior Wait staff in Boone Tavern:

1. Set up the dining room for service—laying place settings, coffee, silverware.
2. Greet customers and take orders for food and drink.
3. Communicate orders to kitchen.
4. Fill orders for drinks, cold food, and side food.
5. Take cooked food from kitchen to customer.
6. Make sure customers have what they need during meal.
7. Interact with customers, who are to some degree here because they want to learn students' stories, and know students staff the restaurant.
8. Bus tables and reset them.
9. Do general cleaning of the dining room.
10. Present check; possibly take payment and return change.
11. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

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1. May be assigned to catered event; this includes set-up, service and/or breakdown cleanup.
 2. May be asked to help dishwasher if busy.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** Proper service for fine dining-style setup and serving.
- C.** Being conversational with a wide variety of customers.
- D.** High-quality customer service.
- E.** Working as part of a team, knowing others depend on one's participation, sharing workload and developing a sense of responsibility for entire operation.

IV. Basic Qualifications:

- A. General: Punctual and dependable. Assuming this position in one's first year is the first step in a progression to Assistant Manager.
- B. Skill: Communication skills.
- C. Physical: Able to carry up to 25 pounds and stand for extended periods.
- D. Academic: none.

V. Desirable Qualifications:

Able to climb stairs.

VI. Narrative Summary:

Student set up, cleaned up, and maintained dining room; greeted customers and took meal orders; prepared food and served food to customers; conversed with customers appropriately; and handled customer payment.