

The Southern Baptist Theological Seminary

Position Description

Position Title: PCC Dining Center Host/Hostess

Department: Pioneer College Caterers

Position Code: I0547

Date Prepared: 1/4/17

Pay Rate: \$11.50/hr

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Dining Center Host/Hostess will efficiently and effectively run the cash register during meal times, ensuring smooth and quick transactions. They will also set up the dining hall before each meal by plating desserts, making teas and coffee, and anything else that is needed.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Excellent communication skills
- Attends to customer needs during meal times
- Displays great customer service skills
- Professional appearance required
- Inspects dining hall and serving areas to ensure cleanliness and proper set up/take down
- Day and evening positions are available
- Able to bend, kneel, squat, stand, and lift heavy objects as needed (up to 50 pounds)
- Mandatory five-day work week

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a high school diploma or high school equivalency diploma. Some post high school education or training is preferred.

EXPERIENCE:

Experience using point-of-sale (cash register) is preferred. On the job training will be provided.

SUPERVISION:

The person in this position will report to the Dining Hall Supervisor.

WORK ENVIRONMENT:

The person in this position will work in a fast paced, family atmosphere and guest integrative environment.

EQUIPMENT:

The person in this position will use the following equipment: cash register