
Job Description

Title: Dining Room Supervisor

Reports to: Executive Chef

Job type: Full-Time Position

Position Summary

Under the direction of the Executive Chef, the Dining Room Supervisor oversees all aspects of the dining room operation, including staff scheduling and training, setup, service, breakdown, cleanliness, equipment, furnishings, and ordering of service related food and service supplies for dining and special events. The Dining Room Supervisor coordinates with kitchen staff to maintain smooth and efficient service at all times—providing our guests with a great vegetarian dining experience and stellar service. The Art of Living Retreat Center kitchen is run by a small team of cooks, buffet attendants, and a Chef.

Essential Duties/Responsibilities

- Manages the schedules of and prepares the schedules for the dining host/buffet attendant team.
- Responsible for maintaining a weekly inventory of all FOH needs and reporting to Chef what needs to be purchased.
- Ensures dining guest experience satisfaction; communicates guest concerns to the manager as appropriate.
- Greet guests promptly, cheerfully, and courteously.
- Takes guest remittance as required.
- Cleans tables, restocks plates, cutlery, etc.
- Checks levels of product in the buffet and reports replacement needs to kitchen management.
- Sets up and tears down cold and hot buffet items as assigned.
- Keeps back dining area replenished and organized (to-go boxes, shakers, napkins, etc).
- Other duties as assigned.

Preferred Qualifications

- Dining/server experience is required.
- Positive attitude.
- Upbeat and outgoing personality.
- Excellent communication skills.
- Willingness and ability to work with diverse populations.
- Works well in a fast-paced environment; takes initiative and is self-motivated.

Benefits

Salary based on experience. Weekend and holiday work required. Applicants need to pass background screening and have work references.

Meals are included during service; possibility of including lodging and meals with job. Full-time benefits including medical, paid time off, and 401K.