



Title of position: Hospitality Worker

Reports to: Operations Manager/Chef/Cook

Overall responsibility: Responsible for the cleaning up after guests in the dining room as well as preparing for the next group or guest(s).

Key areas of responsibility:

Dining Environment – Cleanliness and hygiene are high priorities in our kitchen. It is important to adhere to the regulations regarding food safe practices at all times including hand washing and handling dishes/utensils/pots soiled with food.

Duties:

- Set and reset the dining room tables according to the number of guests
- Assists with preparing the food line with serving utensils, dressings, etc.
- Fills water and makes coffee/tea based on the number of guests
- Ring bell for meals
- Clear plates, cutlery and cups from guests
- Tidy food line and replenish dishes as needed
- Wipe dining room tables, check and reset chairs
- Wipe dining room counters
- Replenish salt, pepper, sugars, stir sticks, napkins as needed
- Warmers are clean inside and out prior to the meal and after the meal
- Set up for the next meal – as needed
- Other duties as required

Dishwashing – The sanitizer room is used for washing and sanitizing dishes, storing cleaning supplies and laundry. Aprons and gloves are supplied for these purposes.

Duties:

- Rinse and sanitize dishes and cutlery
- Sanitizer room counters cleaned and disinfected
- Pots and pans are sanitized as well
- Replace and sanitize dish bins as needed
- Clean, sweep and damp mop floor – sanitizer room and freezer/fridge hallway

General Housekeeping – Our environment needs to be seen as clean at all times.

Attention to detail helps with making all areas look good.

Duties:

- Vacuum dining rooms, foyer, front entry, stairs, View room, etc. as needed
- Empty garbage, compost and replace liners as needed - bathrooms, kitchen, and foyer
- Collect dishes, cups and clean counters from meeting rooms
- Other duties as required

Consults with:

- Chef regarding schedules, group or individual details – including special dietary requirements
- Chef regarding food details impacting utensils, food line dishes, etc.

Qualifications:

- Completion of Food Safe program
- Ability to work with a team
- Belief in, support, and adherence to mission and core values of BC
- Ability to multi-task
- Ability to organize and prioritize responsibilities