Tahoe Donner Association
Job Description

Job Title:	Wait Staff Assistant
Job Code:	115
Department:	The Lodge
Reports to:	Service Manager
Class Code:	9079
FLSA Status:	Non-exempt
File Name:	Wait Staff Assistant.doc
Prepared Date:	3/15/07, update 4/29/11, 4/11/15, 10/29/15, 1/1/17, 9/20, 10/2020, 3/2021

SUMMARY
The Wait Staff Assistant clears and resets tables at the restaurant in an efficient manner and assist wait staff with serving. Other duties such as making salads and desserts may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- Is in charge of initial dinning room set up; vacuum floors, inspect tables, check table settings to make sure they are clean and complete. Refill and inspect all candles.
- Set-up all linen stations; stock tablecloths and used linen baskets
- Stock bread for the evening and maintain bread baking throughout the night
- Preset tables for large parties.
- Water and bread tables prior to Wait Staff arrival.
- Provide excellent customer service to customers, employees and business partners.
- Clear plates, utensils, glasses and other items from tables; wipe tables down and ensure cleanliness around table; set up table.
- Maintain neat and clean restaurant and service area; stock service area with supplies needed.
- Notify Manager or Supervisor of complaints, comments or problems.
- Assist wait staff with clearing dishes from table and serving food and beverages to customers.
- Closing duties: reset all tables, polish silverware and glasses. Remove dirty linen bags.
- Clean busser stations
- May have to shovel snow.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS
Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS
Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY
Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.