



## **Mater Dolorosa Passionist Retreat Center**

### **Position Description: Food Service Worker**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

To Apply Email or Call: [msnino@materdolorosa.org](mailto:msnino@materdolorosa.org), (626)355-7188 ext 134

Reports to: Executive Chef

**POSITION SUMMARY:** The Food Service Worker is in the front-end component of the dining services operation ensuring students, staff and other guests receive a pleasant and memorable experience. This person monitors setup, maintenance, cleanliness, and safety of dining areas. Reports directly Executive Chef and Head Chef.

Classification: Full-time; Non-exempt

#### **Typical Duties:**

- Display a pleasant demeanor and helpful attitude in all interactions with people.
- Set up dining room for serving meals, including set tables with linens, condiments, or other supplies.
- Scrape and stack dirty dishes and carry dishes and other tableware to kitchen for cleaning
- Clean up spilled food or drink or broken dishes and remove empty bottles and trash
- Serve meals, taking care to clean, restock as needed to facilitate customer service.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, trays, or other supplies.
- Locate item requested by guests
- Able to work at a rapid pace while maintaining attention to detail, ability to multi-task
- Anticipate guest needs and ensure that service meet/exceeds expectations to ensure a memorable and pleasant dining experience
- Must be skilled in time management and takes immediate action to correct any issues that may arise.
- Assist with banquet set up and break down.
- Proper use and care of dishwashing machine
- Always ensures a clean and workable kitchen area, performing required cleaning, such as sweeping and mopping floors, washing worktables, walls, refrigerators, and meat blocks
- Segregate and remove trash and garbage and place it in designated containers
- Steam-clean or hose-out garbage can
- Remove and break down any boxes from kitchen
- Other duties as assigned.

**Requirements:**

- Experience working in a restaurant, kitchen, dining room.
- Reliability and punctuality.
- Ability to work alone or as part of a team.
- Must maintain a high level of professionalism.
- Must show enthusiasm for the job and MDPRC.
- Must be able to tolerate pressure and work calmly and efficiently during busy time.
- Possess the highest work ethic, personal morals, and honesty beyond reproach.
- Pass a background check.
- Must be authorized to work in the United States.
- Practicing Catholic preferred but not required.

**Working Conditions and Physical Effort:**

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Moderate physical activity. Requires handling of average weight objects up to 50 pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.

Mater Dolorosa Passionist Retreat Center provides training required by CAL OSHA to ensure employee safety.