

POSITION PROFILE

Title: Wait Staff I (Not Tipped): Rate of Pay \$7.25/hour

Location: Cornell Commons/Sodexo Dining Hall

Position Summary: *Describe the positions purpose and overall role in organization. Identify major Job objectives and initiatives.*

- Serves food to customers at a limited number of tables, using proper rules of etiquette.
- Greets and seats customers.
- Presents customers with menus.
- Makes appropriate meal and wine suggestions and answers questions regarding food preparation.
- Writes a food check and/or memorizes the order.
- Relays the order to the kitchen.
- Accepts payment, refers customers to the cashier or may operate a cash register
- Cleans and sanitizes workstations and equipment.
- Carves meat, fish or poultry and/or prepare flaming dishes and desserts.
- Carries and distribute supplies and equipment.
- Assists in clearing and resetting tables.
- May assist others in the preparation of foods and properly store food.
- May total bills and may be asked to respond to complaints regarding food or service.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies basic skills and may develop advanced skills using tools and equipment appropriate for the position. Applies basic skills using tools and equipment appropriate for the position. Ability to effectively communicate and receive information in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience:
- Supervisor/Managerial Experience: No
- Function Specific Experience: No previous experience required
- Certification Requirements: None

Supervision: *Identify the level of supervision received or provided.*

Supervision Received: Works under direct supervision of student manager or catering director and follows standard instructions to accomplish assigned tasks.

Supervision Provided: None.

Working Conditions: *Describe physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such to as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 30 pounds or more.