



# Breakfast Cook/Attendant

## Job Description

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### JOB DESCRIPTION

The Breakfast Cook/Attendant is responsible for preparing our breakfast buffet for hotel guests while greeting and servicing them in a friendly manner consistent with the hotel's food preparation and customer service standards. This position is responsible for guest satisfaction with a goal of each guest getting exactly what they want in a very friendly and genuine manner. Complete guest satisfaction is the single most important function. It takes priority over all other daily duties. Therefore, whenever you can be of any help to a guest, be sure to offer your assistance graciously and in a timely manner, making them feel welcome.

### RESPONSIBILITIES

Responsibilities would include, but are not limited to:

- Flawlessly and efficiently prepare, present, serve and replenish the Hotel's trayed or buffet breakfast for as many as 100 people in accordance with the Hotel's standards for quality and presentation;
- Prepare specialty foods such as scrambled eggs, baked goods, bacon, sausage, quiches, brewed coffee, juices, hot cereals & fruit salads following specific recipes and methods that usually require short preparation time;
- Assist with preparing, cooking and batching small plates menu items for our bar venues at 16 Bay View;
- Flawlessly and efficiently prepare, present, serve and replenish occasional buffet lunch functions for as many as 50 people in our dining or conference rooms;
- Maintain a clean, safe and productive kitchen environment that adheres to the Inn's policies and all applicable State Health codes. Clean food preparation areas, cooking surfaces, and utensils;
- Operate cooking equipment such as cook top, oven, microwave, refrigerators, dishwashing equipment;
- Provide creative input on meal presentation, setup and themed displays to enhance the meal experience and guest satisfaction;
- Greet guests with a friendly and sincere welcome, use a positive, clear speaking voice, listen attentively to understand guest requests, respond with appropriate action, and provide accurate information about our local area such as points of interest, places to shop and eat;
- Maintain inventory control procedures by evaluating food and beverage needs for current and future demands. Ordering or purchasing food and paper supplies as needed;
- Assist in receiving, unloading & stocking of food & supply deliveries;
- Maintain a clean and safe dining room environment, bussing and cleaning tables as soon as guests are finished with their meal;
- Complete side work duties and any deep clean projects throughout your shift during slow periods.
- Be in proper uniform and proper frame of mind to successfully wait on customers & perform job.
- Perform other cleaning and service assignments as needed;
- Provide labor assistance in other departments as needed & requested;

### REQUIREMENTS

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate

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that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Working knowledge of applicable sanitation standards.
- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to lift up to 50 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on a regular and continuing basis.
- Must be able to bend, stoop, kneel, squat and stretch to fulfill cleaning tasks.
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.

### QUALIFICATION STANDARDS

- High school diploma or equivalent education preferred.
- Previous food and beverage experience preferred or equivalent training.
- Food sanitation and safety certification a plus and required within 90 days of employment
- All employees must maintain a neat, clean and well-groomed appearance per Inn standards.

### CONTRIBUTES TO TEAMWORK

- Looks for ways to collaborate and involve others with interest in an issue.
- Prioritizes team success over individual gain.
- Builds relationships with key individuals.

Lord Camden Inn, Grand Harbor Inn & 16 Bay View are an Equal Opportunity Employer (EOE).