

Continental Breakfast Attendant (Hotels) 2020 – Seasonal, hourly-non-exempt



Lakeside Chautauqua | 236 Walnut Ave., Lakeside, OH 43440 | lakesideohio.com | employment@lakesideohio.com

SUMMARY

This is a seasonal position located on the Marblehead Peninsula within Lakeside Chautauqua's Hospitality Department with part-time morning hours. This individual will have a high amount of guest interaction and work in a fast-paced environment.

Ideal candidates are physically active and high energy persons with a positive attitude. Candidates will be trained upon hire. The Continental Breakfast Attendant reports directly to the Assistant General Manager. Candidates must be available to work from mid-May through October, including weekends and holidays.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Follow all written and verbal detailed directions from management
- Provide personalized service to all guests
- Set up and maintain the breakfast bar as required by management
- Take inventory of food, beverages and supplies needed for each day
- Order or purchase food supplies as needed
- Stock coffee, juice and milk dispensers
- Set up and serve dishes/trays, utensils, cups and other paper products
- Set out/arrange food items
- Clear and clean tables as they are vacated
- Follow menu requirements as directed by management
- Wipe up spills
- Restock items consistently throughout the breakfast hours and for the next day
- Wash serving equipment and return to storage
- Return reusable food supplies to storage
- Keep breakfast area clean, including removing trash, cleaning kitchen counters, cabinets and floors
- Listen and respond to guests' requests and complaints

QUALIFICATIONS

To perform this job successfully, 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

While high school graduation is preferred, students age 16 or older may apply. Person must be able to work with the public and other employees.

LANGUAGE SKILLS

Must have the ability to completely understand, read, analyze and correspond reports. The ability to present information effectively and communicate professionally with department managers, Board members, clients and the general public.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop or kneel, talk or hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds. 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. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:

employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Continental Breakfast Attendant Signature

____/____/____
Date

Assistant General Manager Signature

____/____/____
Date