

## **Dining Room Assistant**

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

### **Nature of Work**

The Culinary Arts Dining Room is an educational laboratory with the primary purpose of simulating a commercial restaurant dining room work environment. The Dining Room Assistant will facilitate the smooth operation of the dining room through appropriate instruction and supervision of students.

An employee in this classification is responsible for assisting the teacher with carrying out the daily educational program in the dining room. Work involves supervision of set-up and breakdown of dining room, public room conduct, coordinating dining room appearance, cleanliness, and sanitation, customer service including communications, order taking, food and beverage serving, table clearing, check preparation and payment, and appropriate dress and hygiene. Work requires the performance of various instructional duties according to established procedures, which can be learned on the job. An employee is provided with specific instructions, and is under the direct supervision of a classroom teacher or supervisor.

### **Duties and Responsibilities:**

- Performs all teaching assistant functions listed in that job description.
- Must have the knowledge, ability, and skills listed in the teaching assistant's job description.
- Supervises the set-up of the dining room for special functions and restoration of the dining room for normal activities.
- Assists the teacher with the preparation of purchase orders, reconciliation of invoices, and receipt deposits.
- Maintains records of receipts and expenditures. Validate deliveries to invoices with student involvement when appropriate.
- Controls the inventory, distribution and collection of uniforms for dining room and kitchen staff.
- Monitors the changing rooms after students have changed, to assure they are maintained in good order.
- Inspects students for appropriate attire and hygiene prior to beginning their shift in the dining room.
- Supervises students through scheduling of work, monitoring activities and keeping on task.
- Assigns appropriate productive activities for students not actively involved in the direct customer service - such as maintaining silverware, folding napkins, and cleaning glass and other surfaces without intruding on customers.
- Supervises students in the care and maintenance of plants and other decorations in the dining room.
- Oversees preparation of checks and collection of cash related to table service and sales in the dining room.
- Monitors checks for accuracy and reconcile the total of checks to daily cash receipts.
- Assures customers do not leave the dining room until checks are paid.
- Controls honor coffee system by removing and safeguarding cash throughout the day.
- Secures the dining room at the end of the day, including windows.

### **Knowledge, Ability, and Skills**

#### **Knowledge of:**

- ◆ Dining room work environment procedures.
- ◆ Various computer software (including but not limited to Word and Excel).

#### **Ability to:**

- ◆ Maintain confidentiality.
- ◆ Supervise and motivate students.
- ◆ Account for and safeguard cash and keep accurate records of the same.
- ◆ Maintain accurate records of purchases, inventories, invoices, etc.

- ◆ Resolve issues which may arise between the expectations of the public being served and the limitations of students, with the understanding that students should not performed tasks unsupervised for which they are not prepared.

**Minimum Education, Certification and Training / Experience**

- ◆ Must be of good character.
- ◆ Must meet Federal requirements for a teaching assistant.

**AND:**

- ❖ have an Associates Degree related to the field of education; **OR**
- ❖ completed at least 2 years of college (48 credit hours) related to education; **OR**
- ❖ completed and passed a RI certified Teacher Assistant Training Class (if not grand-fathered)

**AND** passed the ParaPro Assessment with a score of 461 or higher demonstrating competency in knowledge and instructional skills in reading, writing, and math.

**AND:** Have experience as a waitperson, host or hostess, or dining room manager in an establishment serving the general public.