

THE
BATTLE HOUSE
A RENAISSANCE® HOTEL
MOBILE, ALABAMA

JOB DESCRIPTION

DATE:	06/01/05	HOTEL:	Battle House
JOB TITLE:	DINING ROOM ASSISTANT	DEPT:	RESTAURANT
JOB CODE:	51200	DEPT. #:	021/024
WAGE CODE:		SCHEDULE:	
IMMEDIATE SUPERVISOR: ASST. REST. MANAGER or SUPERVISOR			

PURPOSE

To serve our guests in accordance with Marriott Standards of Food and Beverage Quality, presentation and sanitation, in a gracious and professional manner. To display aggressive hospitality and professionalism with guests, management and co-workers. To take pride in all facets of service; quality, appearance, cleanliness, yourself and your area of responsibility. Comply with Beverage Department Standard Operating Procedure.

PREREQUISITES

A DRA must possess the following qualifications:

1. Guest satisfaction awareness.
2. Honesty and integrity above reproach.
3. Outgoing aggressive hospitality.
4. Able to accept constructive criticism.
5. Able to receive menial labor instruction.
6. Total commitment.

ESSENTIAL FUNCTIONS

1. Setting up outlets during the shifts with the server; glassware, juices, ice and garnishes.
2. Emptying of trash needed.
3. Assisting Servers with food orders and the clearing of glasses and dishes from tables.
5. Assisting servers with the needs of that area.
6. Assisting Supervisors and Hosts/Hostesses with any requirements they need.
7. Performs assigned housekeeping and stocking duties as assigned by Assistant Restaurant Manager/Restaurant Manager.
8. Responsibilities do not include the serving and ringing up of food and drinks.
9. Helping the Servers break-down the Outlets at the end of the night. Duties include restocking glassware, wiping all counter tops, walls and coolers. Emptying all ice bins, washing matting and floors, emptying all trash containers.
10. Each associate is expected to carry out all reasonable requests by management which the associate is capable of performing.

PHYSICAL REQUIREMENTS

Stooping, bending and lifting are required.

NOTICE: The hotel business functions seven days a week, 24 hours a day. All associates must realize this fact and be aware that at any time it may be necessary to move an associate from their accustomed shift as business demands. In addition, you understand that business demands the amount of hours you work, and that some weeks you may be scheduled less than 40 hours.

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THAT ANY VIOLATION OF THE STATED RESPONSIBILITIES AND DUTIES IS GROUNDS FOR DISCIPLINARY ACTIONS.

Associate Signature

Date