



**Job Title: Dining Room Supervisor**

**Location: The Residence at Kenilworth Park, Washington, DC 20019**

**Type: Full Time - Weekends Required**

**Job Summary:**

The Lead Dining Room Wait Staff person is directly responsible for the service in the dining room at all times. The Lead serves all customers including residents, guests, and family members while supervising the wait staff to ensure quality upscale guest service.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Provide a high level of customer service and promote a restaurant style dining atmosphere.
- Work closely with the food service director to keep residents satisfied with food, dining programs and wait service.
- Create a strong sense of team work and cooperation among all staff.
- Motivating, managing and training all front of house employees.
- Supervise dining room to ensure proper service and sanitation is being followed
- Relays all information and policy changes to front of house staff including all new resident move ins and diet changes
- Oversee cleaning schedules as assigned and assign additional side work as needed.
- Performs other appropriate assignments and projects as required by food service director.
- Update the wait staff schedule every two weeks.
- Provides coverage for any area/server station in the absence of a scheduled waitstaff
- Responsible for inventorying Front of the House items for servers and report any items needed to be purchased to FSD on or before order day.

**Minimum Qualifications:**

- High School Diploma or general education degree (GED)
- Minimum of 1-3 years' experience as a wait staff in a hospitality or healthcare environment.
- Working knowledge of basic kitchen operations and food safety standards.
- Strong organization and time management skills.
- Ability to resolve problems of dissatisfied customers and/or employees.

**Required Behavior:**

- Able to build positive and strong relationships with employees, coworkers and residents.
- Focused and dedicated to provide excellent customer service.
- Able to handle multiple jobs and priorities.
- Able to delegate and hold staff accountable efficiently and respectfully.

**Physical Demands:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**To apply or refer a qualified applicant please send completed application and/or resume to Stacey Hayward at [shayward@HallKeen.com](mailto:shayward@HallKeen.com)**