

# Alliance Redwoods Conference Grounds

*"Service as tall as our trees"*

6250 Bohemian Highway

Occidental, CA 95465

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**Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.**

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**Title:** Host

**Team:** Food Service Team

**Immediate Supervisor:** Food Service Manager

**Team Leader:** Operations Manager

## **Description**

- Supervise and lead front house service
- Maintain ServSafe® standards of food production and cleanliness
- Initiate and inspect pre-service set-up and post-service clean up
- Needs to be detail oriented
- Being willing to coach and train all staff to the highest standard
- Needs to show initiative and take ownership of the job
- In charge of special guest diets and food arrangements
- Maintain customer service standards as deemed by the Food Service Manager
- Perform work as needed in the kitchen or dining hall to assure Food Service Standards are maintained
- Assist in all kitchen functions as needed
- Responsible for taking an active and vocal role in communicating with guests in a friendly way about the meal service
- Responsible for insuring a good meal experience for our guests is the number one priority

## **Skills**

Must be reliable, dependable, responsible, detail oriented, able to take directions as well as give them, perform under pressure, and support team working environment. Have good communication, organization and directing skills.

## **Education / Experience**

- 2 years food and/or beverage service experience
- 1 year leadership experience
- High school graduate or GED
- ServSafe® certified is helpful but not necessary

## **Requirement:**

- Must pass background check to be eligible for employment.

Rev	Revision Description	Date	Approved By
A	Job Established	3/14/2013	LB