

LITTLE RIVER INN

POSITION DESCRIPTION

Position Title: AM Bellhop / AM Server

Department: Restaurant

FLSA Status: Non-exempt **Reports to:** Connie Reynolds or Restaurant Manager

Revised: 1/25/2022

Position Summary: Sets up and maintains serving and work area. Makes coffee and hot water. Enters room service orders into computer as needed. Transports food to guest rooms. May provide other room services as requested. Restocks supplies, collects room service bags from in front of rooms and wipe them down before end of shift.

Principle Job Duties:

1. Process room service food orders and transports orders to guest rooms.
2. Process guest payments.
3. Maintains stocks of dishes, condiments, and bags.
4. Make coffee and espresso drinks.
5. Clean and stock work areas.
6. Maintain positive rapport with customers and co-workers, always working as a team.
7. Complete all side work on list daily.
8. Attend monthly staff meetings and training.
9. Always follow personal hygiene rules.

Qualifications and Skills Required:

1. Excellent customer relation skills.
2. Ability to effectively follow work instructions and task sheets.
3. Attention to detail and ability to work well under pressure.
4. Ability to understand Basic English.
5. Able to work well with others.
6. Dependable and hardworking.
7. Must be 18 years of age.
8. Maintains current Food Handler Certification

Physical Requirements:

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PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: Bellhop		Hrs. Worked Per Shift 3/4 hours		Hrs Worked per Week 30 to 35 hours				
Description of duties: Waits on customers. Carries trays and dishes. Uses dining room computer.								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Sitting	X							
Walking				X				
Bending at waist		X						
Squatting		X						
Climbing		X						
Kneeling		X						
Crawling	X							
Twisting at Waist		X						
Hand use grasping			X					
Reaching above shoulder		X						
Pushing/Pulling			X					
Lifting Requirements			Carrying Requirements					
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs			X				X	
11-25 lbs			X				X	
26-50 lbs		X			X			
51 –75 lbs		X			X			
75-100 lbs		X			X			
Environmental Factors								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		May drive Inn vehicles				
Walking on uneven ground		X		Paved pathways and steep hills				
Climbing Stairs		X		Stairs to guest rooms				
Exposure to excessive noise		X		Kitchen Equipment				
Exposure to Temp extremes		X		Outdoor elements				
Exposure to dust, gas, chemicals or substances		X		Mild concentration of cleaning compounds				
Use of Special protective equipment		X		Face Mask and occasionally disposable gloves				

Comments: