**GORDON COLLEGE**  
*Position Description*

**Title:** Dining Services Staff - Server

**Function** Under the supervision of the director of dining services, participates in a service team to provide a high quality dining experience for students, employees and guests of the college.

**Description of Duties and Tasks:**

**Essential Responsibilities:**

1. Provides each guest food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring.

2. Implements a safe and sanitary work environment throughout the shift by following standard operating procedures; complies with all applicable sanitation, health and personal hygiene standards

3. Works as a positive member of the food service team, treating guests, peers and supervisors with respect and consideration

4. Meets productivity standards; completes work in a timely manner

5. Assists in other areas of dining operation as needed

6. Serves food to guests in a gracious and helpful manner, responding to individual needs as appropriate

7. Cleans, stocks and restocks workstations upon opening and closing

**Required Knowledge, Skills and Abilities:**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
1. Ability to lift and/or otherwise move cases and pans of food and other materials; regularly required to bend, twist, stoop, push and pull.

2. Ability to stand for an extended period of time

3. Ability to communicate clearly and respond quickly and appropriately to customer needs

4. Ability to maintain consistent and punctual attendance