



Silver Bay YMCA

Position: Food Service Set-Up/Utility

Position reports to: Banquet Manager

Classification: Part time full time

General Function: The Food Service Set-Up/Utility has broad array of responsibilities related to the successful event and customer service functions involving food service campus wide. This position will facilitate the set-up and breakdown of refreshment requests campus wide, facilitate the set-up/fulfillment/breakdown of special functions, and assist with inventory monitoring and organization. The FSSU/Utility position must have a friendly and positive attitude towards guests and staff.

Know How: The Food Service Set-Up/Utility staff must possess strong organizational skills, have the ability to multi-task, understand customer service principles, and practice strong leadership skills.

Work experience related to customer service required. Sound verbal, writing, and mathematic skills. Basic working knowledge of computers. Excellent interpersonal skills are required to ensure the best customer service.

Principle Activities:

- Working closely with Conference/Program Services & the Kitchen staff to execute catered functions.
- Executing the set-up/breakdown of refreshment requests, including logging completed set-ups and pending items for the next shift.
- Support of Dining Room team.
- Assistance in general cleaning and maintenance of the Dining Hall, Kitchen, Dish Room, Loading Dock, Boathouse prep area and locations used for Food Service needs.
- Provide excellent customer service to our guests.
- Being a member of a TEAM focused workplace and maintaining a positive attitude to keep the morale of the staff up.
- Participate and promote all Silver Bay Association special events and fund raising activities.
- Report all accidents and incidents involving self, participants, guests and other employees.
- Maintaining good personal hygiene and personal sanitation.

Submit Applications to: clastowski@silverbay.org



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