



Job Title:	Breakfast Attendant	Department:	Guest Services
Location:	Columbus, GA	Property:	
Position Type:	Full Time/Part Time		
HR Contact:	Kelli Nelson	Date Posted:	

Overview:

Responsible for setting up, maintaining, cleaning, and breaking down the breakfast buffet, and dining area.

RESPONSIBILITIES AND REQUIREMENTS:

- Responsible for the daily preparation, set up, upkeep, and breakdown of the daily continental breakfast bar, hot breakfast buffet, and beverage area for guests.
- Greet guests in a courteous manner and attend to any needs/requests.
- Answer any questions about the hotel to include property, services, hours of operation, locations, and nearby places of interest.
- Clean/sanitize and maintain appliances, counterspace, and tables, as well as restock items as needed throughout shift.
- Knowledge and understanding how to properly use/maintain equipment in station.
- Responsible for food, beverage, and supply inventory.
- Follow policy and procedures according to company standards.
- Attend meetings/trainings required by management.
- May be required to work nights, weekends, and holidays.
- Perform other duties as assigned by management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED required.
- Detail oriented and written/verbal communication required.
- Ability to work in a team environment.
- Must pass background check and drug screen.

PHYSICAL REQUIREMENTS

- Must be able to stand for extended periods of time.
- Able to lift, carry, push, and pull up to 25 lbs.
- Occasional environmental exposures to cold, heat, and water.

DISCLAIMER:

The job description is not an exhaustive list of all functions the employee may be required to perform. Valley Hospitality reserves the right to revise the job description at any time. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Kristi Hargraves	Date:	2/9/2022