



**DOYON'S FAMILY OF COMPANIES**  
**DOYON TOURISM, INC.**

**Human Resources Office**  
**3000 A. Street**  
**Bivin Plaza Suite 102**  
**Anchorage AK 99503**  
**1-877-DOYON HR**  
**1-877-369-6647**

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Dining Room Lead Server	<b>LOCATION</b>	Denali National Park – Kantishna Roadhouse
<b>TYPE OF POSITION</b>	Seasonal/Full Time	<b>POINT OF HIRE</b>	Fairbanks or Anchorage
<b>SCHEDULE</b>	Varies	<b>HOURS</b>	Minimum 40–60 hours/week
<b>REPORTS TO</b>	Operations Manager Head Chef	<b>FSLA STATUS</b>	Non-Exempt
<b>STARTING PAY</b>	DOE	<b>AFTER 90 DAYS</b>	
<b>DATE POSTED</b>		<b>DATE CLOSED</b>	Until filled

**JOB SUMMARY:**

Provides food and beverage service to guests. Under the direction of the Head Chef, is responsible for the overall operation of the guest dining rooms. Trains and supervises all dining room employees. Maintains dining room supply inventories and is responsible for submitting orders for supplies to the Head Chef. Maintains cleanliness of dining rooms.

**ESSENTIAL FUNCTIONS:**

- Provides food and beverage service to guests.
- Supervises and trains the wait staff
- Resolves customer problems diplomatically
- Sets work schedules for dining room employees
- Orders and maintains inventories for all dining room supplies
- Maintains dining rooms in a clean and orderly manner to include daily vacuuming, sweeping, mopping, dusting, window cleaning, etc.
- Verifies dining room employees' timesheets for submission to the Head Chef
- Observes and evaluates employees' performances to devise methods for improving efficiency and guard against theft and wastage
- Recommends hiring, or discharge, of personnel to management
- Works closely with kitchen staff to maintain quality food appearance and a smooth flow of products and service from kitchen to customer

Works with the Head Chef to facilitate special diets and meal requests of guests

**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent customer service and employee relations skills
- Ability to maintain a positive attitude during stressful situations
- Knowledge in the proper use of cleaning and sanitation chemicals
- Knowledge of hosting, bussing, and food service
- Ability to work a varied schedule

**QUALIFICATIONS:**

- Must be 21 years of age
- Must have a current TAMS or TIPS certification to serve alcohol

**WORKING ENVIRONMENT:** The work is performed in a restaurant setting with a wide variety of people in differing functions, personalities and abilities. The job can be demanding and if problems arise an individual must maintain a smooth operation while satisfying the needs and demands of all customers.

**PHYSICAL DEMANDS:** An individual will need stamina and a high energy level to be able to quickly respond to changes in work demands. Occasional lifting (1-35lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**PREFERENCE STATEMENT:**

Preference will be given to Doyon shareholders and Alaska Natives in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

**REASONABLE ACCOMMODATION:**

It is Doyon's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.**

**How to apply:**

Forward a personal letter that describes your interests, your work ethic, how you learned about us and your exact dates of availability, along with the Doyen's Family of Companies

**Employment Pool Application** to:

E-mail: [rivercabins@doyon.com](mailto:rivercabins@doyon.com)

Or

Fax: 907-459-2160

**Our properties are “Drug & Alcohol-Free Workplaces”. Absolutely no use by employees, of drugs or alcohol, is tolerated on property at any time.**