



## DINING ROOM ASSISTANT (HoS Jr Dining Room)

### CONTRACT

15 June to 31 July 2020

Temporary paid working contract, 80%

### LOCATION

CH-1824 Caux

### PURPOSE

Head of Service Junior assisting the Dining Room Manager in coordinating all Dining Room services at the Caux Palace Conference and Seminar Centre during the Caux Forum.

### REPORTS TO

Dining Room Manager

Established in 1946, Initiatives of Change Switzerland organizes and coordinates the Caux Forum, seminars and training in Switzerland, primarily in its Conference and Seminar Centre, the Caux Palace, bringing together a true diversity of people. We provide a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in trust building, ethical leadership, sustainable living and human security.

### AREAS OF RESPONSIBILITY

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**The Dining Room Assistant provides leadership in cultivating an atmosphere of care, service, hospitality and community within the Dining Room team, based on the core values of respect for human dignity, truth, solidarity and care.**

#### Coordinating and planning

- Assist the Dining Room Manager in his/her daily tasks and cooperate with the Buffet Manager
- Take an active and solution-oriented part in the weekly meeting and daily briefings
- Implement the operational manual for all Dining Room and Buffet related activities
- Participate actively in the set-up and clear-up operations before and after the Caux Forum

#### Supervising and training

- Train, coach and support the Dining Room team, with the Dining Room Manager's supervision
- Make sure that the Dining Room team takes responsibility and completes its duties to satisfaction
- Carry out occupational health and safety training for anyone serving in the dining room; ensure that health and safety practices are followed and standards are maintained

#### Creating an enjoyable dining experience for all guests

- Assure daily set up and clear up of the Dining Room, Terrace, morning Coffee Breaks, Tea Salon and Coffee Beans
- Welcome guests when they arrive in the dining areas, bid farewell when they leave
- Ensure that the guest's expectations are met satisfactory at all Food & Beverage outlets

### KEY SKILLS AND REQUIREMENTS

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The ideal candidate will have good leadership skills and extensive hands-on experience. He/she must be organized, systematic, patient, motivated and self-confident. He/she must have the ability to appropriately assign or delegate work and be an empathic leader. He/she should work well under pressure, even with minimal supervision. He/she must be available to work when needed, including weekends and evenings.

- F&B experience in a team-leading position: previous dining room leadership or experience at Caux is a great plus
- English (fluent), French (good), German (basic) and other languages are a plus
- Solution-oriented and good coordination, planning and communication skills
- Outgoing personality, ability to work with young people of different backgrounds and cultures
- Guest-focused thinking, helpful and friendly attitude, resilience, ability to work under stress, good self-management
- Well-presented, punctual and flexible during working hours

### HOW TO APPLY

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Please apply by email to Mrs Rahel Isenschmied ([hr@caux.ch](mailto:hr@caux.ch)) until 1 March 2020.