



## **Job Description**

### **Breakfast Manager**

The Breakfast Manager oversees is responsible for preparing and delivering the daily complimentary breakfast for hotel guests. Breakfast Hours for Guests goes from 6:30am to 10:30am. Employees may be scheduled between 5:30am till about 11am or Noon.

#### **Job functions include:**

- ❖ Supervise breakfast team members
- ❖ Work with other managers
- ❖ Taking inventory of food, beverages and supplies needed for each day
- ❖ Ordering or purchasing food supplies
- ❖ Preparing food such as cut fruit, coffee, and juice
- ❖ Stocking coffee, juice, and milk machines or dispensers
- ❖ Arranging serving dishes/trays, utensils, and cups
- ❖ Setting out/arranging cold food such as sweet rolls, muffins, and cereal
- ❖ Preparing heating hot food such as breakfast meats & scrambled eggs
- ❖ Picking up or clearing tables as they are vacated
- ❖ Wiping up spills
- ❖ Keeping lobby/breakfast area floor clean; sweep & mop as necessary
- ❖ Removing trash
- ❖ Re-stocking self-service food and supplies as needed
- ❖ Washing reusable wares & serving equipment, returning them to storage
- ❖ Returning reusable food supplies to storage
- ❖ Responding to guest needs or requests
- ❖ Meeting hotel standards for guest service and work habits
- ❖ Other duties as assigned