# Job Description

|  |  |  |
| --- | --- | --- |
| Position Title | Department | Reports to |
| Emmanuel Meal Greeter | Programs | Manager On Duty |
| Employment Status | FLSA Status | Effective Date |
| Temporary  Full-Time  Part-Time | Non-Exempt  Exempt |  |

## Position Summary

The Greeter provides warm, friendly, and immediate greetings to guests at the door. Provide access during the waiting process. Gives guests information about the day, provides resources upon requests, backs up the upstairs meal crew.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Greet guests, telling them the menu, movie for the day, and expected wait time
* Sort guests vs volunteers and admit volunteers
* Later sort shoppers vs. diners
* Provide access to restrooms during the wait – and tracking to ensure guests return to line
* Maintain crowd control, informing supervisor of any problems
* Interact with guests coming in and as they leave
* Fill to go orders, if applicable
* Perform other duties as assigned

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* Excellent communication skills (verbally interacts with management, servers, team members and guests)
* Must be able to read and write
* Must visually scan foyer area for security risks
* Strong organizational skills and ability to multi-task
* Knowledge of workplace safety procedures

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is continuously standing during the entire shift. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to walk; sit; stoop; bend; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. While performing the duties of this position, the employee is frequently required to wash hands. The employee will occasionally encounter hazards, including slipping and tripping. The noise level in the work environment is usually moderate to high.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.