



JOB DESCRIPTION

WAITER / WAITRESS

Job Functions & Summary:

Responsible for responsible for delivering service and operations excellence. Follows hygiene, safety and other standards, and carries out food and beverage operational tasks. He may suggest areas for continuous improvement within own work area.

Your key responsibilities will include but not limited to:

- Portray excellent service standards to Members.
- Take orders from members, promote, and recommend dishes according to their preferences.
- Serve food to Members from the kitchen efficiently and effectively.
- Receive reservations via phone and allocate reserved tables.
- Ensure proper clearing of plates and glassware, cups and bowls and proper removal of cutlery.
- Ensure tables are always cleaned and well-maintained.
- Replace dirty ashtrays.
- Conduct opening and closing duties when required, such as setting up of Hostess Desk, Newspapers & Magazines.
- Any other duties that might be assigned from time to time.

Requirements:

- Possess valid basic food hygiene certificate
- Minimum 1 year of related working experience in restaurant operations in Clubs or Hotels.
- Well-groomed and have a pleasant disposition.
- A good team player with excellent service capabilities.
- Strong interpersonal and communication skills, both oral and written
- Processes positive attitude towards fostering teamwork among associates in support role.
- Ability to adapt, embraces strong cultural diversity, and work in multi-ethnic teams.