

☐

I'm not robot


reCAPTCHA

I'm not robot!

Head waiter job description pdf

Duties and responsibilities of head waiter. Head waiter job description. Head waiter roles and responsibilities.

This Waiter/Waitress job description template is optimized for posting to online job boards or careers pages and is easy to customize for your restaurant. Similar job titles include Server and Food Server.

Waiter/Waitress responsibilities include: Providing excellent wait service to ensure satisfaction Taking customer orders and delivering food and beverages Making menu recommendations, answering questions and sharing additional information with restaurant patrons Hiring a Waiter/Waitress? Sign up for Workable's 15-day free trial to post this job and hire better, faster. Job briefWe are looking for a skilled Waiter or Waitress to take orders and deliver food and beverages to our customers. The right Waiter/Waitress uplifts the dining experience for customers. We are looking for someone who will have the patience, personality and perseverance to thrive in this role. Waiter/Waitress responsibilities include greeting and serving customers, providing detailed information on menus, multi-tasking various front-of-the-house duties and collecting the bill. If you are able to perform well in fast-paced environments, we'd like to meet you. To be a successful Waiter or Waitress, you should be polite with our customers and make sure they enjoy their meals. You should also be a team player and be able to effectively communicate with our Kitchen Staff to make sure orders are accurate and delivered promptly. Keep in mind that Waiter/Waitress duties may require working in shifts and/or occasionally during weekends and holidays. Ultimately, it is the duty of our Waiters/Waitresses to provide an excellent overall dining experience for our guests. Responsibilities Greet and escort customers to their tables Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies) Prepare tables by setting up linens, silverware and glasses Inform customers about the day's specials Offer menu recommendations upon request Up-sell additional products when appropriate Take accurate food and drinks orders, using a POS ordering software,order slips or by memorization Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages Communicate order details to the Kitchen Staff Serve food and drink orders Check dishes and kitchenware for cleanliness and presentation and report any problems Arrange table settings and maintain a tidy dining area Deliver checks and collect bill payments Carry dirty plates, glasses and silverware to kitchen for cleaning Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties) Follow all relevant health department regulations Provide excellent customer service to guests Requirements and skills Proven work experience as a Waiter or Waitress Hands-on experience with cash register and ordering information system (e.g. Revel POS or Toast POS) Basic math skills Attentiveness and patience for customers Excellent presentation skills Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment Active listening and effective communication skills Team spirit Flexibility to work in shifts High school diploma; food safety training is a plus A Waiter/Waitress ensures a great dining experience for guests through attentiveness and excellent customer service. They provide detailed menu information and multi-task with various front-of-the-house duties, including collecting payment. What are the duties and responsibilities of a Waiter/Waitress? The duties and responsibilities of a Waiter/Waitress include welcoming and seating guests, taking guest orders, communicating them effectively to the kitchen and in addition, memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks. What makes a good Waiter/Waitress? A good Waiter/Waitress will have a friendly and patient personality. They must make quick decisions and have great interpersonal skills. Attention to detail and excellent multitasking skills are important. Who does a Waiter/Waitress work with?

Waiters/Waitresses frequently work with other servers and maintain positive interactions with guests daily. They can report to a Shift Leader or various levels of management depending on the dining outlet. Start a free Workable trial and post your ad on the most popular job boards today. Comprehensive waiter job description. The job of a waiter or waitress includes a wide range of tasks and duties that vary according to the type of employer. However, there are a number of generic activities and responsibilities that are core to the job.

JOB DESCRIPTION	
Position/Title:	Bartender
Department:	Bosseلمان Food Services, Inc.
Reports To:	Management Team
FLSA Status:	Nonexempt
Last Updated:	11/13/14
Summary: The Bartender is responsible for providing servers and Guests with drinks in a consistent and efficient manner.	
Essential Job Duties/Functions:	
- Understands Steps of Service. - Uses salesmanship to maximize sales. - Checks id's to determine guest's legal age and upholds all state and local liquor laws. - Rings orders into register system and communicates additional information to bartenders and cooks. - Takes and rings carry-out orders from Guests and Team Members and ensures accuracy. - Maintains a clean working station at all times. - Accurately complete payment transactions. - Maintains bar drawer money in accordance with sales. - Correctly uses bar tools and equipment. - Ensures all food and drinks are within company standards of quality and freshness. - Observes and responds to guests. - Handles guest comments in a professional manner and gets management when necessary. - Cleans and cleans tables throughout shift (pre-bus). - Follows food safety and general sanitation. - Refills beverages when necessary. - Completes all running, opening and closing side work. Get checked out by management before leaving the building. - Providing friendly and competent customer service. - Reporting for work in a timely manner when scheduled.	
Additional Job Duties:	
Assisting in other duties, as assigned.	
Supervisory Responsibilities:	
This job has no supervisory responsibilities.	
Additional Job Duties:	
Assisting in other duties, as assigned.	
Supervisory Responsibilities:	
This job has no supervisory responsibilities.	
Additional Job Duties:	
Assisting in other duties, as assigned.	

These frontline staff are key to the success of a restaurant business as they are responsible for meeting the customers' needs and expectations. The job and competency requirements for a waiter position are largely standard throughout the hospitality industry. Adapt this sample job description for waiter jobs to suit the job you are specifying. WAITER JOB DESCRIPTION General Purpose To accurately and completely take food and beverage orders, efficiently serve food and beverages to customers and attend to customers' needs. Main Job Tasks, Duties and Responsibilities greet customers politely as they enter the restaurantintroduce self to customersshow customers to their tables present menus to customers maintain an up-to-date working knowledge of the menu items and daily specialsexplain the menu items in terms of preparation, ingredients and presentationbe aware of allergy information on menu itemsanswer inquiries about food and beverage items on the menuoffer food and wine suggestionsinform customers of special items not listed on the menutake food and beverage orders accurately including any special requestscustomer's identification to ensure they meet alcohol legal age requirementscheck food orders with customers to ensure correctnessinput the order into POS Systemwork with bartenders to fill beverage orderswork with kitchen staff to process and expedite food orderspre-set table for the ordersdeliver and serve food at tablesuse established food handling and serving techniquesensure customers are satisfied with their food orders, beverages and serviceupsell food and beverage items throughout the mealmonitor customer's needs and promptly handle requestshandle customer complaints in a polite and professional mannermaintain the table setting by clearing courses as completed, replacing utensils, refreshing water glasses, dealing with spillsprepare and provide customers with accurate check for the mealprocess cash and credit card paymentsPrepare to-go boxes for customersre-set and prepare table for customers including decorations, condiments, napkins, utensilsmaintain a clean and organized service areadispose of trash according to established proceduresperform any side-work as requestedcomply with safety, health and hygiene policies and procedures Knowledge and Experience High School Diploma preferredmeet state age requirements to serve alcoholknowledge of hygiene and sanitation standardsknowledge of food and health codesworking knowledge of beer, wine, liquor and common beveragesworking knowledge of food preparationknowledge of state liquor lawsable to fluently read and speak relevant language flexible and willing to work different schedulesable to lift and move up to 30 poundsable to stand for long periods of time Key Skills and Competencies customer servicecommunication skillsnumeracy skillsability to multi-taskadaptability and appreciation of diversityteam workaccuracy and attention to detailstress tolerancereabilityhonesty and integritysense of urgencyhigh energy level Use this waiter job description to write a convincing waiter resume Do you want to write a job-winning resume? This waiter resume sample will help you. Insert the relevant waiter job description details into the easy-to-use example.Send a persuasive cover letter with your resume.



This waiter cover letter is an excellent guide to writing your own letter. Waiter job applications and interviews Fast Food Job Interview Questions5 Common Interview QuestionsCustomer Service Interview Questions Restaurant job descriptions Useful restaurant job descriptions. Barista Job DescriptionFast Food Worker Job Description To Top of Page