# Job Des

**Job Description** 

Job Title:	Waiting staff
Location:	Based in < <stat dictate.]<="" needs="" td=""></stat>
Reports to:	< <job e.g.="" n<="" td="" title=""></job>

Staff Responsibilities: <<specify>>

Hours of work:	e.g. 6pm to 10p
Salary Range:	< <state r<="" salary="" td=""></state>

Summary of Position:

To provide table service of food and drinks t are clean and safe for customers and collea

# **Primary Responsibilities**

To provide excellent customer service to cus serving food and drinks efficiently.

To have extensive knowledge of the restaura and all areas of the restaurant.

To handle queries and refer problems to the

To clean and care for equipment in working

# **Personal Specification**

	E
Qualifications & Training	Educated to GCS
Experience	At least one year' experience.
Qualities and Attitude	Excellent commul player, friendly an
Product Knowledge	< <state of="" pr<="" th="" type=""></state>

#### Competencies (see Interview Guidance N

Flexible	
Good interpersonal skills	
Positive	
Effective communicator	

# Prepared by

Name:	< <insert name="">&gt;</insert>	
Title and/or Department:		< <state de<="" th="" title=""></state>

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# ting staff

red to work at other sites as business

licy>>

d efficient manner, ensuring all public areas

staurant procedures with regard to setting ables and serving food.

lleagues as required.

vith the restaurant's health and safety policy.

loney and credit card transactions

# Desirable

Knowledge of food and wine.

Experience in a similar type of restaurant.

Proactive.

<<state type of product knowledge>>

rvice focus

signature>> Date: <<insert date>>

**Note:** This job description is not exhaustive a changing needs of the business. The post-horeach agreement on any changes.

ic review. It may be amended to meet the ticipate in this process and we would aim to