



Food & Beverage Job Description

Your key responsibility will be to ensure that our customers are receiving a fast, efficient, friendly and professional dining experience.

MAIN TASKS

- Meet and greet customers on arrival.
- Ensure all tables are clean and set up with table talkers, condiments, ashtrays and inside tables with cutlery and serviettes.
- Preparation and service of all beverages including coffee, soft drinks and alcohol.
- Full table service following the company "Sequence of Service".
- Restock all waiter stations, equipment, machinery and products ready for shift and as and when required.
- Carry out till operations.
- Utilising the sales plan as directed by your manager to ensure targets are achieved.
- All cups, cutlery, glasses, plates to be washed and put away during and after your shift (i.e. before the start of the next shift).
- Empty and clean all containers and refill for next shift.
- Clean restaurant areas i.e. sweeping floors, wiping tables & surfaces, general cleanliness of restaurant areas, emptying & re-lining bins.
- Clean equipment and coffee machines as you go and at the end of service.
- Complete all paperwork accurately, legibly and clearly.
- Complete timesheets and have them verified by your supervisor.
- Deal with customer complaints in accordance with company policy.
- Comply with the requirements under the Responsible Service of Alcohol.
- Attend all meeting and training sessions.
- Comply with all other legal obligations, company policies & practices.
- Any other adhoc duties as directed by management.