



## Job description

**Job Title:** Breakfast Waiter / Waitress

**Department:** Restaurant

**Reports to:** Breakfast Supervisor

**Working Hours:** To business requirements

**Overall Job Purpose:**

To assist the Breakfast Supervisors in the smooth running of the restaurant. To provide an outstanding service to the guests, conveying a warm welcome and friendly atmosphere coupled with professional and efficient service.

**Responsibilities:**

- Arrive on time for duty with full uniform, clean and tidy.
- To serve food and beverages to customers in a polite and efficient manner to the required standard.
- Preparation and lay-up of the restaurant, and surrounding areas.
- Change dirty linen for clean, and comply with the laid down procedure.
- Clean surfaces and clear tables.
- Polish all cutlery.
- Keep working areas clean and tidy throughout service.
- Take room service orders, lay and deliver trays.

**Occasional duties**

- When necessary, to greet, seat and take customers orders for food and beverages.
- Answer the telephone.
- Take restaurant bookings.
- Report any compliments or complaints to the H.O.D