

JOB DESCRIPTION

POSITION	Waiter / Waitress
DEPARTMENT	Operations
REPORTING	Restaurant Manager
DOCUMENT NO.	JD-OP-003
REVISION NO.	0
EFFECTIVE DATE	1 January 2010

No	Items	Description	Remarks
1	Job Objective	To help out in the operations to ensure that all customers are being served appropriately as well as to ensure that the whole restaurant is clean and neat.	
2	Duties & Responsibilities	<ol style="list-style-type: none"> 1. Provide excellent customer service. 2. Be knowledgeable of all menu items. 3. Practice suggestive selling and up selling. 4. Maintain cleanliness of the preparation, service and dining areas. 5. Complete duties assigned during each shift. 6. Report to work when scheduled in a clean, neat uniform, meeting all grooming and appearance standards. 7. Follow the correct food preparation, and sanitation procedures. 8. Cleans and prepares the serving and eating areas including the utensils. 9. Clear and clean the table after the customers left. 	
3	Authority	<p>This person has the authority to :</p> <ol style="list-style-type: none"> a) Has authority to take orders. 	