

Job Description

Title	Waiters/Waitresses
Department	Business Investment and Commercial Serves
Reports to	Manager BICS (Project Manager)
Location/Campus	Panatina & Kukum Campus
Summary of Duties	The Position is to join our service staff at the Kitchen to help provide quality services to our customers.
Detailed Roles & Responsibilities	
	<ul style="list-style-type: none"> • Wait on tables and provide quality service to the customers who arrive at the dining hall. • Fully aware of the menu and specials to inform the customers. • To take down orders, deliver it to the Kitchen and serve the prepared dishes on the table. • Clear out the finished dish. • Be well mannered • Arrange the table and set it up for the customers. • Checking on customers to ensure they enjoy their meal. • Keep the table clean and tidy. • Greet the customers when they arrive and leave. • Take action to address problem and negotiate with efficiency • Ensure the health regulation and the quality policy of the dining hall is upheld. • Participate in regular meetings and briefing. • To participate in any Training schemes as recommended by senior • Maintain high standard of personal appearance and hygiene. • Check extra needs of guests • Possess positive attitude. • Must be flexible and multi-tasking ability. • Interacts with guests professionally. • Check the cleaning of all equipment before the arrival of the customers

Waiters/ Waitresses Qualifications/Skills:	<ul style="list-style-type: none"> • Candidate must be willing to work. • Good reading, reporting skills and oral proficiency in English Languages. • must have the dinning planning skills • must be Familiar with Food & Beverage operation • must be Knowledgeable of Hygiene and safety standard • should have at least 1- year experience in similar areas
Education, Experience, Requirements:	<ol style="list-style-type: none"> 1. Applicants with Diploma would be preferred with minimum of three-year experience or certificate with five- experience concerning the food service industry especially in a tertiary education environment or a similar organization. 2. Prior experience as Waitress 3. Excellent communication and listening skills 4. Must have patient while dealing with customers.