

# Waiter Job Description

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- Read communication pad at the start of duty, read the day's menu, and check board for special instructions, guests, and room trays
- Serve food and drinks to guests applying knowledge of appropriate menu and diet order
- Obtain menu order politely by smiling and speaking clearly to guests
- Responsible for serving and cleaning tables applying the right procedures
- Perform table bussing carefully and silently
- Prepare room trays correctly and efficiently
- Ensure room carts are delivered and retrieved on schedule
- Make beverages following list and place on the right table
- Wash dishes following laid down procedures and soak bowls, silverware, and other materials as instructed
- Observe and ensure the right temperatures are maintained for dish machine
- Adhere to dish and utensil handling procedures to avoid cross contamination
- Wash pots and pans, air dry them and keep in the right location
- Perform correct wing refrigerator stocking
- Ensure work environment is kept neat and organized
- Establish good relationship with guests, customers, and colleagues
- Perform other duties that may be assigned by the supervisor.