



## WAITRON X 3

### ***PRIMARY JOB PURPOSE***

Service of food and beverages for members/guests in members restaurant areas. Maintaining a clean and organized work environment, management of stock, operating equipment within the bar.

### ***KEY RESPONSIBILITIES***

- Meet with Restaurant Manager/Supervisor(s) before each shift to discuss menus, specials, out of stock items, reservations etc. Also discuss customer service issues from previous day or coordination issues between kitchen and Front Of House
- Clean, polish and prepare glassware, crockery, cutlery, menus, bill covers and clean tables and position chairs and other equipment correctly.
- Maintain cleanliness and mis-en-place level at working station and service areas for smooth operation
- Replenish supply of linen and other operating equipment
- Obtain requested items from the storeroom
- Follow the correct sequence of service as per Restaurant policy
- Set tables in accordance with Restaurant Policy
- Welcome members/guests warmly, greet and assist with seating; present menus, suggest food and beverages – to be well versed with menu, method of preparation and accompaniments
- Check identification of customers (if applicable) to ensure that they meet the minimum age requirement for the purchase of alcohol or bring it to the attention of restaurant manager or supervisor
- Provide prompt, attentive and unobtrusive service at all times
- Offer to replenish drinks as soon as glasses are almost empty
- Liaise with kitchen and barmen regarding your customer's requests
- Report complaints immediately to Restaurant Manager/ Supervisor
- Remove dishes from the table after asking the customer if they are finished
- Move all dirty crockery and glassware to dishwashing area
- Record drink and food orders accurately on the POS and process payment and close off bills according to payment type.
- Performs any other duties as may be assigned by Restaurant Manager/ Supervisor
- Maintains excellent grooming standards at all times.

- Cash up at end of shift according to Club procedures
- Sign off duty at shift end and ensure your station is tidy and all stock and equipment secured.
- Comply with all food and beverage regulations.

## **PERSONAL ATTRIBUTES & SKILLS**

- Working well under pressure.
- High accuracy and attention to detail.
- Good communication (written & verbal).
- Good customer service.
- Honest individual of sober habits.
- Computer skills.

## **MINIMUM / PREVIOUS EXPERIENCE**

- 3 years' experience working in a similar position within the hospitality environment.

## **QUALIFICATION**

- Matric
- Food and Beverage/Hospitality qualification (an advantage).
- Drivers' license (an advantage)

## **PROPERTY**

- Woodmead

**APPLY NOW!**

## **APPLICATION PROCESS**

**Interested applicants must complete the application form and submit it along with their CVs to [careers@ccj.co.za](mailto:careers@ccj.co.za) no later than 31<sup>st</sup> January 2025.**