

We are looking for service staff who have work experience in Restaurant.

Candidates should possess following skills:

- Always greet and welcome guests promptly in a warm and friendly manner.
- Always thank and give fond farewell to guests conveying anticipation for their next visit.
- Assist guest with table reservation.
- Assist guest while seating.
- Ensure guest are serviced within specified time.
- Has a good knowledge of menu and presentation standards.
- Speak with guests and staff using clear and professional language, and answer phone calls using appropriate telephone etiquette
- Able to answer any questions regarding menu and assist with menu selections.
- Able to anticipate any unexpected guest need and reacts promptly and tactfully.
- Serve food courses and beverages to guests.
- Set tables according to type of event and service standards.
- Record transaction / orders in Point of Sales systems at the time of order.
- Communicate with the kitchen regarding any menu questions, the length of wait and product availability.
- Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen.
- Check with guests to ensure satisfaction with each food course and beverages.
- Responsible for clearing, collecting and returning food and beverage items to proper area.
- Maintain cleanliness of work areas, china, glass, etc. throughout the shift.
- Reviews order dockets ensuring accurate and timely preparations for order requirements accordingly.
- Present accurate final bill to guest and process payment.
- Ensures that the restaurant is always kept clean and organized, both at the front as well as the back of house areas..
- Work with fellow staffs and manager to ensure that the restaurant achieves its full potential.
- Completes the daily responsibilities that are set for each individual shift.

- Complete closing duties, including restocking items, turning off lights, etc.
- Conducts monthly inventory checks on all operating equipment and supplies.
- Take an active role in coaching and developing junior staff.
- Any other duties related to food and beverage service assigned by the manager.