

# Job Description

JOB TITLE: Waitron

Job purpose: Preparation of venues and service of food and beverages

<b>Job accountabilities:</b>	
- Setup and breakdown of conference and banquet furniture in all venues	
- Setup, stocking and clearing of service stations, service equipment & smalls in all venues	
- Responsible for preparing and polishing equipment for venues and service stations etc.	
- Provide serving service of food and beverages e.g. waitering & bar service including cash bars: <ul style="list-style-type: none"><li>▪ Prepare tables for meals, including setting up items such as linens, silverware, and glassware.</li><li>▪ Take orders from customers for food or beverages.</li><li>▪ Write customers ' food orders on order slips and memorize orders to ensure correct delivery as per customer's requirements.</li><li>▪ Serve food or beverages to customers and prepare or serve specialty dishes at tables as required.</li><li>▪ Check with customers to ensure that they are enjoying their meals and take action to correct any problems.</li><li>▪ Clean tables or counters after patrons have finished dining.</li><li>▪ Remove dishes and glasses from tables or counters, take them to kitchen for cleaning</li><li>▪ Collect payments from customers</li></ul>	