

Date: May 2017

Waiter/Waitress (Station) Job Description

Job Title: Waiter/Waitress

Hours: 20 Hours pw, weekdays. Shifts from 05.30 to 10.30.

Responsible to: Tearoom Manager

Main Duties and Responsibilities

The responsibilities include :

1. Greeting customers as appropriate and enquiring they are aware of our offering.
2. Taking orders from customers, preparing drinks as appropriate and in line with training provided
3. Understanding and dealing with tight deadlines for train arrivals etc.
4. Serving and assembling food options
5. Accurately maintain all records of product sold and revenues according to instructions given
6. Set up and locate trolley at commencement of each day ensuring fully operational by the time agreed with your manager.
7. At completion of each session, at time agreed with manager, ensure trolley and all equipment is cleaned and stored.
8. At commencement of each session, heat and prepare food products in Tearoom kitchen and transport to the station
9. Advising customers on all products and when required guiding customers on choices, including selling promotional products.
10. In all food preparation, presentation and service adhere at all times to instructions and manuals and maintain excellent standards of food hygiene.
11. Ensure at all times that all equipment and is cleaned and maintained to the highest standards.
12. The role is undertaken single handed and as such you must be able to take full responsibility for all aspects of the service.
13. Other reasonable related duties as required.

PERSON SPECIFICATION

Essential Personal Attributes	Desirable Skills and Experience
<ul style="list-style-type: none"> ◆ ◆ Exceptional self presentation ◆ Ability and willingness to deal with public with enthusiasm and passion ◆ Good sense of food hygiene ◆ Willing to be flexible and adaptable as required ◆ Ability to work on own initiative and alone ◆ Physically fit with the ability to move, locate, set up and store the trolley and equipment alone ◆ Physical ability to move product and equipment by trolley between High street tearooms and station ◆ Demonstrable track record of reliability 	<ul style="list-style-type: none"> ◆ Food Hygiene certificate ◆ Interest in food and service generally ◆ Retail experience



TEAROOMS • BOOKSHOP

Name :		Date of Birth:	
Address :			
Phone:		Mobile:	
Job You are applying for	Tearoom Manager		
Relevant experience			
Current work & responsibilities			
How often do you eat out ?		Where?	
Relevant Certs/Training			
Normal availability			
Why do you think this job is for you ?			
When can you interview ?		When can you start ?	

Return complete form to :
Beatons Tea Rooms
The Square, Tisbury, SP3 6JP.

OR email to :
enquiries@beatonstearooms.co.uk