

Job Category: Hospitality/Travel/Tourism

Job Source: nrbjobs.com

# **Job Summary**

Employment Type: Full Time Salary: Negotiable Gender: Any Age Limit: 22 to 35 year(s) Experience: 2-3 years

Career Level: Entry Level Posted On: 21 Dec 2024 Application Deadline: 7 Jan 2025

# Job Context

• Location: Dhaka (Mirpur12)

### Job Description/Responsibility

- Greet and escort customers to their tables.
- Present menu and provide detailed information when asked (e.g. about portions, ingredients
- $\circ~$  or potential food allergies).
- Prepare tables by setting up linens, silverware and glasses.
- Inform customers about the day's specials.
- Offer menu recommendations upon request.
- Up-sell additional products when appropriate.
- $\circ\;$  Take accurate food and drinks orders, using a POS ordering software, order slips or by
- memorization.
- $\circ~$  Check customers' IDs to ensure they meet minimum age requirements for consumption of
- alcoholic beverages.

- Communicate order details to the Kitchen Staff.
- Serve food and drink orders.
- Check dishes and kitchenware for cleanliness and presentation and report any problems.
- Arrange table settings and maintain a tidy dining area.
- Deliver checks and collect bill payments.
- Carry dirty plates, glasses and silverware to kitchen for cleaning.
- $\circ\;$  Meet with restaurant staff to review daily specials, changes on the menu and service
- specifications for reservations (e.g. parties).
- Follow all relevant health department regulations.
- Provide excellent customer service to guests

#### **Education Requirements**

• JSC/ 8 Pass(JSC) completed.

#### **Experience Requirements**

• 2 - 3 years of experience is required.

#### **Additional Experience Requirements**

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#### **Skills Requirements**

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- Proven work experience as a Waiter or Waitress.
- Basic math skills.
- Attentiveness and patience for customers.

- Excellent presentation skills.
- Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment.
- Active listening and effective communication skills.
- Team spirit.
- Flexibility to work in shifts

### **Work Area**

• Applicant should have experience of working in the following category(ies): Hospitality/Travel/Tourism

## **Industry Type**

• Experience should include the following skills: Hotels/Restaurants

### **Compensation/Benefits**

- Performance bonus as per company rules. Festival Bonus: (As per company policy).
- Salary: Negotiable