



JOB DESCRIPTION:

WAITRESS

(reviewed August 2011)

Job Title

Waitress

Main Purpose of Job

To provide a quick and efficient waitress service in the dining room and bar lounge of the golf club. (Delete bar lounge if only area required to work in is dining room)

Job Location

The clubhouse of the golf club and any other area designated by the club. (This might include areas such as tents or other items for special events)

Responsibilities

To provide such service as is required by the club by means of table or silver service; also to serve such food as is required in the bar areas as decided by the club. (If a catering contractor is engaged then this wording will need to be altered)

Duties

Apart from waiting at table, additional duties include: collecting up all used cutlery and crockery in the designated areas; also glasses used in the dining room, which must be returned to the bar for cleaning.

Authority & Discretion

The staff are responsible for issuing bills for all food served and collecting of money. The policy regarding cheques is stated quite clearly by each till and must be adhered to. Each person is responsible to reporting any discrepancies to the catering manager/ess. It is important to clearly understand any members or guests dining who have arranged credit facilities and policy to be followed.

Conditions

All staff must report immediately to the catering manager/ess any illness or other situation that would make it an offence to deal with the serving of food. The club's health & safety regulations must be strictly observed at all times.