



NAME: \_\_\_\_\_

PLACE OF DEPLOYMENT: \_\_\_\_\_

**Food Service Crew Job Description**

1. To present menu, take orders, suggest and recommend appropriately
2. Responsible for providing courteous and efficient food and beverage services to the guests
3. To attend and respond to guests' needs promptly and professionally
4. To present bills to diners, collect payment give to the cashier, return change or credit cards to diners
5. To perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses, furniture & fittings, laying of tables and up-keeping of rest room etc.
6. Process bills for the customer and also issue them receipts
7. Help with outdoor delivery or with food preparation at the kitchen, depending on what is required at any particular time
8. Pack foods ordered by customers and serve them in the most efficient manner
9. Set the table in an orderly manner before customers show up
10. Get tables cleaned once customers are through with their dining
11. Provide helpful answers to queries or questions proffered by customers
12. Furnish customers with helpful information regarding service time and special deal offers
13. Any other appropriate duties and responsibilities assigned

By:

  
\_\_\_\_\_  
Ricardo Aguirre  
SSA, Human Resource Manager

Acknowledge By:

  
\_\_\_\_\_  
Jamaire P. Cayan  
Name and Signature/Date