EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOBTITLE</th>
<th>JOBD</th>
<th>OPENDATE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Waiter &amp; Waitress</td>
<td>17722</td>
<td>01/03/2020</td>
<td>San Jose</td>
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</table>

HOURS/WEEK
30 - 40

SALARY
$17 - $DOE

WORKDAYS
Various

SHIFT/HOURS
Various

REQUIRED FOR POSITION

REQUIRED EDUCATION
None

JOB DESCRIPTION
Job Description

• The Waiter/Waitress will take orders and serve food and beverages to Guests in our restaurant.

• Always aware of Guest satisfaction to deliver the perfect service experience. Ensure high quality of food and beverages to Guests.

Duties and responsibilities include, but are not limited to:

• Servicing the Guest in a friendly, efficient manner while maintaining a clean and safe work environment.

• Guests must feel welcome, comfortable and well attended to at all times

Responsibilities:

• Provide the perfect service experience for every Guest

• Ensure the Guest feels important and welcome in the restaurant

• Ensure hot food is hot and cold food is cold

• Adhere to timing standards for products and services

• Look for ways to consolidate service and increase table turns

• Present menu, answer questions and make suggestions regarding food and beverage

• Serve the Guest in an accommodating manner

• Must know all food liquor, beer, wine and retail offered

• Apply positive suggestive sales approach to guide Guests

• Pre-bus tables; maintain table cleanliness, bus tables

• Looks for ways to avoid waste and limit costs

• Assist in keeping the restaurant clean and safe
Provide responsible service of alcoholic beverages
Deliver food and beverages to any table as needed
Must follow all cash handling policies and procedures
Report to property on time and in proper uniform

3 TO 5 KEY SKILL SETS REQUIRED
Requirements:

Must be of legal age to serve alcoholic beverages (May vary by state)
Must have all certifications and licenses as required by local Health Department and Alcoholic Beverage Commission statutes
Must have clear written and verbal communication skills
Must have the physical abilities to carry out the functions of the job description
Must be able to responsibly handle cash transactions
Must be able to consolidate and coordinate needs for all tables within their station
Must be able to carry food and beverages
Must be able to work in a team environment
High school diploma or equivalent; college degree preferred
At least one-year experience as a food server within a restaurant, hotel, or conference center operation
Any related customer service/oriented experience will be considered
Ability to comprehend and communicate in fluent English

Waiter/Waitress top skills & proficiencies:
• Basic Math
• Verbal Communication
• Customer Service
• Resolve Conflict
• Teamwork
• Persistence
• High Energy
• Sell to Customer Needs
• Thoroughness
• Professionalism
• Client Relationships
• Physical Strength
• Stamina