

## **Job Description**

### **Food & Beverage Assistant**

Summary of position held:

- Up to 40 hours per week including weekends and bank holidays. Varying shifts to meet the needs of the Hotel during busy periods.
- To assist with the smooth and efficient operation and running of the Restaurant and Bars department
- To serve customers with drinks from the bars and have good knowledge of wines to be able to serve wine to guests at the tables
- To service customers with food from the Kitchen in a timely and professional manner
- Open the public bars for dinner, weddings and any other functions in accordance with the weekly business list
- To set up the bars including slicing lemons, filling ice buckets etc
- To set up tables for dinner and functions and to constantly clear away any used glasses or crockery etc keeping the Restaurant and Bars clutter free at all times
- Using the till and handling monies
- Use of the glass wash machine
- Changing Kegs, Real Ales and Gases when necessary
- Re-stocking fridges at the end of the evening
- Emptying of bottle bins in the recycling area outside the Hotel
- To ensure all spillages and mistakes are recorded on the wastage sheets
- To ensure front and back counters in all public bars, all floors, drip trays and bottle top trays are cleaned to a high standard at all times
- Have a great sense of humour
- Be a good communicator with our guests and your fellow employees alike
- To make sure that our guests are looked after in all areas