



POST TITLE:	Saturday Waiter/Waitress
DEPARTMENT:	Luxfords Restaurant
HOURS:	Minimum 6 hours – usually 9.00am – 3.00pm
PURPOSE OF JOB:	Waiting Duties
PLACE OF WORK:	Luxfords Restaurant, Uckfield Civic Centre
REPORTS TO:	Hospitality Manager

#### DUTIES AND RESPONSIBILITIES:

The post is a 'hands on' position and the successful candidate will be an active team member.

The Waiter/Waitress will be required to:-

1. Assist the Hospitality Manager and colleagues in all relevant aspects of duties, including.
  - Be responsible for cash handling, cheque and credit card transactions. Training will be given.
  - To ensure the workplace is always maintained in a clean, hygienic and tidy manner in line with current health and safety regulations
  - To undertake waiting duties.
  - To work both in the restaurant and behind the counter servicing the requirements of the customers
2. Under the health and safety guidelines issued by the Town Council, ensure the safety and wellbeing of all who visit or work in the facilities provided by the Council.
3. Adhere at all times to the policies and instructions of the Town Council.

The job activities quoted above are example of the work involved. They do not purport to be a comprehensive list of all aspects of the principle duties.

Therefore, the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

**PERSON SPECIFICATION – Waiter/Waitress**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Key Skills and Abilities</b>	Ability to work effectively Ability to work using their own initiative and to work within a team. Self-motivated. Must have good communication and written skills.	
<b>Education and Qualifications</b>	Good general education	
<b>Knowledge</b>	Knowledge of Health and Hygiene. Knowledge of Health and Safety.	
<b>Experience</b>	Working with the public and a good level of customer care.	Waiter/Waitress experience desirable
<b>Personal Attributes</b>	A flexible approach to work and working hours. Have a positive attitude. Honest and well organised. To be in good health and reasonably fit.	
<b>Other</b>	Ideally, we are looking for someone with a good work ethic and attitude who is versatile, pro-active and able to deliver consistently high standards.	