

## JOB DESCRIPTION

### FOOD & BEVERAGE ASSOCIATE

#### RESPONSIBILITIES:

- Take orders for and serve all food and beverage requests, clear tables during service, control guest checks and secure proper payment.
- Ensure station and table set-ups are complete and perform various side duties as assigned by the Outlet Manager.
- Maintain proper condition and cleanliness of dining areas and servicing equipment.
- Ensure that meals are being served in a professional and timely manner
- Attend pre-meal meetings.
- Participate in all supportive functions as needed, by providing direct service to guest, including but not limited to serving tables, bussing tables, seating guests and general duties.
- Work shifts in the club lounge when scheduled, serving food and beverages, and maintaining the club lounge
- Take orders for In Room Dining and deliver the order in a timely manner
- Attend departmental meetings when they are scheduled.
- Follow duties list and any other duties added by the F&B Outlets Manager.

#### QUALIFICATIONS:

- Must be able to speak, read, write and understand English, a second language is an asset.
- Must have strong communication skills, both verbal and written.
- Knowledge of appropriate table settings and service ware.
- Must possess basic computer (POS) knowledge, Micros knowledge is an asset.
- **Must have Serving it Right Certification.**
- Minimum of two years' experience in serving in a high volume restaurant.
- Knowledge of hotel food and beverage operations.
- Knowledge of food and alcoholic beverages.
- Must have a flexible schedule and be available to work evenings, weekends and holidays.
- Must be able to stand and exert well-paced mobility for up to 8 hours in length.
- Must be able to lift up to 15 lbs. on a regular and continuing basis.
- May be required to lift trays of food or food items weighing up to 30 lbs. occasionally.

**APPLY:** Email your cover letter and resume to our Human Resources Department at [resumes@wallcentre.com](mailto:resumes@wallcentre.com).