

FOOD SERVER (Waiter/Waitress)

- EMPLOYER'S NAME: Regalia Hotel Group
- JOB LOCATION: Suzhou
- POSITION: Full Time
- EXPERIENCE REQUIRED: At least 1 year experience as a food server
- PROPERTY TYPE: Boutique Resort
- JOB DESCRIPTION:
 1. Service of food and/or beverage to include the order-taking and delivery of any food and/or beverage items. This task is to be handled in a friendly, courteous, helpful, timely and professional manner resulting in a very high level of guest satisfaction
 2. ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO:
 - a. Check station before, during and after shift for proper set-up and cleanliness
 - b. Greet guests in a friendly and courteous manner and explain any specials and/or restaurant promotions for guest awareness
 - c. Record the details of the order from the guests, repeating the order to the guest to check for accuracy.
 - d. .Input the order into the Point of Sale computer to inform the kitchen of the particulars in the order being placed.
 - e. When complete, retrieve order up to 30 lbs. from kitchen, confirm its accuracy, lift and deliver to guest along with appropriate condiments
 - f. Abide by all local government requirements pertaining to serving alcoholic beverages
 - g. Replenish beverages as necessary and check with guests for overall satisfaction
 - h. Market and serve upon request any dessert items or specialty coffees
 - i. Operate the Point of Sale procedures to pre-check order and close out the check.
 - j. Present the check to guest promptly.
 - k. Comply with attendance rules and be available to work on a regular basis.
 - l. Perform any other job related duties as assigned
- EMAIL RESUME TO: hr-shanghai@gch-china.com
- AVAILABILITY: Immediately
- COMPENSATION: Competitive
- MINIMUM JOB REQUIREMENT:
 1. Must have the ability to communicate in English.
 2. Maintain a professional appearance and manner at all times.
 3. Must have basic knowledge of food and beverage preparation, service standards, guest relations and etiquette.
 4. At least 20 years of age
 5. Must completed at least a Diploma course
- CONTACT INFORMATION:
 - 📧 Ms. Sarah Cai – HR Manager
 - Email: hr-shanghai@gch-china.com