

## Junior Waiter Job Description

- [Junior Waiter Job Description](#)
  - [Purpose Statement](#)
  - [Reports Directly to](#)
  - [Reporting Structure](#)
  - [General Responsibilities](#)
  - [Financial Responsibilities](#)
  - [Safety Responsibilities](#)
  - [Education/Position Requirements](#)
  - [Team Communication and Meetings](#)

### Purpose Statement

- Picking up food orders in the galleys as instructed by the Senior Waiter / Waiter in providing a smooth operation at the highest standard of service.
- To maintain a professional, clean, neat and tidy personal appearance.
- Setting up and cleaning the restaurants as assigned.
- Cleaning and maintenance of equipment as assigned.
- Performing additional duties as assigned.

### Reports Directly to

- Head Waiter / Junior Headwaiter

### Reporting Structure

- Head Waiters / Junior Headwaiter in the respective food service outlets
- Senior Head Waiter (Waterside)
- Maitre D Specialty (Prego / Umi Uma)
- Restaurant Manager (Onboard)
- Food and Beverage Manager (Onboard)

### General Responsibilities

- To assist their assigned section in bringing food from the respective galleys to waiter station.

- To check in for service according to schedule, ensuring that the service for their station meets the expectations of the Guest and meets the standards set by the Company.
- To maintain a professional, clean, neat and tidy appearance of the restaurant at all times and cleaning and maintenance of equipment as assigned.
- To prepare cheese trolleys for the Head Waiters as required.
- To follow work schedules, section plans and rotations and to do any additional duties as required and scheduled by Headwaiters, Maitre D or Restaurant Manager.
- To ensure that all equipment is properly and securely stored away when not on duty.
- To follow company appearance standards.
- To report work orders to supervisors when deficiencies are noted or when maintenance is required.
- Accurate log work- and rest hours in Adonis on a daily basis .
- To adhere to all Company Policies and Procedures, Manuals and Directives.
- Other responsibilities, as assigned, but not limited to the above.

#### Financial Responsibilities

- To be cost conscious with the use of cleaning materials and linen.
- To keep crockery and glassware breakages to a minimum.
- To keep food wastage to a minimum.
- To ensure that Company property is maintained properly and treated with care

#### Safety Responsibilities

- To properly use Personal Protective Equipment in the work area at all times.

- To practice Safe Lifting Techniques at all times.
- To do In Port Manning duties as scheduled and as required by Company policy.
- Emergency Duties:
  - To follow instructions noted on Safety Card.
  - To participate in Guest/Crew Lifeboat Drills as per instructions.
- Other safety responsibilities, as assigned, but not limited to the above.

#### Education/Position Requirements

- Experience as a waiter in either shore side or ship based luxury establishment beneficial.
- Employment in this position is also possible after having gained extensive experience in another onboard Utility position and when being suggested by his Supervisor due to good job performance.
- Very good spoken English (needs to score at least 70% in the onboard English proficiency test).
- Good communication skills.
- Good organizational skills and must show attention to detail.
- Must undergo onboard USPH training.
- Must have initiative and the ability to work independently.
- Must be able to remain calm under pressure.
- Must be service minded with an outgoing, charming and friendly personality

#### Team Communication and Meetings

- To attend meetings with the restaurant Staff on a daily basis.
- To constantly communicate with the restaurant Staff and the Galley.