

This Waiter or Waitress job description template includes key Waiter or [Waitress](#) duties and responsibilities. You can post this template on job boards to attract prospect applicants.

**Job Brief:**

We are looking for a skilled Waiter or Waitress to take orders and deliver food and beverages to our customers.

The right Waiter/Waitress uplifts the dining experience for customers. We are looking for someone who will have the patience, personality and perseverance to thrive in this role.

**Responsibilities:**

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Deliver checks and collect bill payments
- Carry dirty plates, glasses and silverware to kitchen for cleaning
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g.

parties)

- Follow all relevant health department regulations
- Provide excellent customer service to guests

### Requirements:

- Proven work experience as a Waiter or [Waitress](#)
- Hands-on experience with cash register and ordering information system (e.g. Revel POS or Toast POS)
- Basic math skills
- Attentiveness and patience for customers
- Excellent presentation skills
- Strong organizational and multitasking skills, with the ability to perform well in a fast-paced environment
- Active listening and effective communication skills
- Team spirit
- Flexibility to work in shifts
- High school diploma; food safety training is a plus