



Employee Requisition Form

Position to Be Filled: F&B Lead

Purpose: Responsible for providing support to the Food and Beverage staff by ensuring excellent customer service to the guest

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide training and set a good example to new associates.
- Greet customers in a timely and pleasant manner by making contact, being friendly, showing willingness to help and being attentive to their needs.
- Prepares the tables, laying out napkins and utensils, making sure the condiments are refilled, performing all other preparation tasks.
- Maintain proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks, removing courses, replenishing utensils, refilling glasses.
- Prepare final bill, present check to guest, accept payment, process credit card charges, or make change (if applicable).
- Reconcile cash register at the end of shift.
- Attend training, meetings, and other instructional events.
- Comply with all departmental policies, procedures, and directives.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) preferred.
- Minimum 2 years of experience in a fast-paced food service environment with increasing responsibility.
- Must be able to use Microsoft Word, Excel, and Outlook.
- Any other duties as assigned.

Reports To: F&B Supervisor
Approximate Hours: Full-Time

