



JOB DESCRIPTION

JOB TITLE:	Food & Beverage Assistant
REPORTING TO:	Bar and Events Manager / Food and Beverage Supervisors
EMPLOYER PROFILE:	Windlesham Golf Management Limited manages the Windlesham facilities on behalf of the club and its members. It is a limited company with a board of directors. It employs a team of golf specialists who aim to meet the requirements of its members, both on the golf course and in the Clubhouse.
JOB TYPE:	Part-Time, Casual, competitive hourly rate.
LOCATION:	Windlesham Golf Club, Bagshot, Surrey, GU19 5HY
PURPOSE:	<p>We are looking for an outgoing, enthusiastic, and self-motivated individuals to work in our Front of House and functions to help deliver the best possible service for our members and guests.</p> <p>A successful candidate will be expected to give excellent levels of service to all customers with whom you are in contact and to assist the management to ensure a professional, consistent service in line with brand, menu and legal standards/specification.</p>
JOB CONTENT:	<p>Be hospitable, co-operative, and polite with any customers and fellow floor/kitchen team members at all times.</p> <p>Make sure that all customers are greeted and receive friendly, professional, and efficient service.</p> <p>To assist the management in the implementing and upholding service standards and procedures.</p> <p>Take and serve food/drinks orders and up-sell any additional products, making recommendations or share additional information upon request.</p> <p>Arrange table settings and maintain tables clean and tidy.</p> <p>Check products for quality and correct any problems that keep them from enjoying their meal/drink.</p> <p>Assist your colleagues, when and wherever possible, thereby promoting excellent teamwork.</p> <p>Follow all relevant health department rules/regulations and all customer service guidelines.</p>
DESIRED ATTRIBUTES:	<p>Proven work experience as a waiter or waitress (favourable, but not necessary).</p> <p>Ability to develop constructive working and interpersonal relationships with colleagues and customers.</p> <p>Service orientation and excellent organisational skills.</p> <p>Hands on experience with cash register and any ordering information system.</p> <p>Active listening and effective communication competencies.</p>

Please Contact Lauren to apply for the position with your C.V. at:

events@windleshamgolf.com