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# Example of Room Service Job Description

Our growing company is looking to fill the role of room service. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for room service

* Analyze financial results and take the appropriate action in areas of poor performance
* Work in conjunction with General Manager to ensure employees are delivering consistent service to all guests
* Responsible for knowledge of departmental/hotel Service Essentials
* Ensures that orders are taken correctly and delivered without delay
* Administer all disciplinary action on assigned shift
* Responsible for administrative duties on assigned shift including payroll, scheduling, days off, section assignments, early outs
* Responsible for knowledge of how other departments relate to the operation of Room Service, and proactively interact with them to coordinate activities or correct problems
* Supervise, train and plan, direct all employees on assigned shift
* Inspect uniforms, cleanliness, identification
* Clear all seating areas, resetting them for next guests, ensuring daybeds/cabanas are set in accordance with venue standards and guests achieving a pleasurable pool experience

## Qualifications for room service

* Must have valid California Food Handler Certification
* Able to work quickly and efficiently on own
* Previous Food and Beverage serving experience is strongly preferred
* Previous experience working in a hotel is strongly preferred
* Must be able to work a flexible schedule to include early am to late pm, weekends and holidays
* Two years restaurant serving experience