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# Example of Room Service Job Description

Our company is searching for experienced candidates for the position of room service. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for room service

* Assists Food Servers in serving the guests throughout their time at the pool, observing the guests for any requests for service, clears all items from the table after guests are through eating, continually providing them with a clean, neat eating area
* Performs as team member with venue Host, Supervisors, Food Servers and Kitchen employees in maintaining smooth and efficient operations
* The In Room Dining Manager is required to conduct their duties and responsibilities in a courteous, safe and efficient manner, ensuring that the highest level of service is maintained
* Accomplish a set of administrative duties such as leading and attending meetings, writing reports, maintaining a log book of activities, preparing work schedule in order to maximise efficiency of man power and payroll control, assisting in revising and/or updating HID’s and other specific duties related to the role
* Set up trays or dining tables up to Eldorado standards as per side work description
* Pick up trays and/or tables after the use by the guests or as per guest's request
* Do all the side work and preparations of the equipment for the continuation of the operation
* Performs necessary tasks to service customers, Upon arrival to the destination or room, check with the guests on the temperature, quality and flavor of the entrée selections delivered
* Conduct regular training sessions with the assigned team in line with the departmental SOP’s Guest care, service standards, up-selling approach, product knowledge, entering guestrooms, telephone manners
* Provide service which makes all meals memorable and welcoming thus encouraging repeat business

## Qualifications for room service

* At least 1-2 years experience in a high volume professional kitchen or culinary school environment
* Must have 3 years of F&B management experience
* Must have knowledge of Room Service operations
* MBO / HBO Thinking Level
* Minimum of one-year experience in the same or similar role as waiter
* Experience in the Luxury Segment restaurant/hotel industry is a plus