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# Example of Room Service Job Description

Our company is searching for experienced candidates for the position 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

* Uses exception file and unit round sheet to ensure that every patient listed has a menu to be distributed
* Assists patients to make meal selections on menu
* Properly stores all china, glassware and equipment to prevent damage
* Washes pots, pans and trays
* Maintains the cleanliness of all food and beverage areas and keeps them free of trash and debris
* Proper cleaning and storage techniques
* Clean tables and trays being carful not to break or damage any tableware
* Check completed kitchen orders with the order taker or guest’s original order
* Deliver food orders including any special needs or requests to the guest in-room
* Maintain full stock of mini bar

## Qualifications for room service

* Minimum of one-year experience in the same or similar role as manager
* Minimum of three-year experience in restaurant industry
* Prepare room service food trays and carts
* Deliver all food and beverage amenities to guest rooms
* Communicate with kitchen staff to ensure guest satisfaction and known food allergies
* Remove room service trays from guest rooms, hallways, and service landings