

# OXFORD WITNEY HOTEL

## Witney

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	Food and Beverage Assistant
<b>Department / Team</b>	F & B

#### **What is the main purpose of the role?**

Deliver high quality food & beverages to all customers, in order to ensure guest satisfaction.

#### **Key Responsibilities and Duties**

- Supplying the highest possible levels of customer care and service whether in the public eye or back of house areas.
- Ensure the smooth service of food to customers.
- Ensure food is served efficiently and to the set standards, not forgetting the service of accompaniments etc.
- To keep the food service areas fully with mis en place, stationary and sundry items.
- Ensure that mis en place is done before and after service.
- Complete cleaning tasks as specified on the cleaning rota.
- Lay tables to the set standard for Breakfast/Lunch/Dinner
- Work in the Conference & Events department when required
- Work in Room Service when required.
- Work in the Bar when required
- Attend meetings, training sessions and other such events when requested by your Manager / Supervisor.

#### **The Ideal Candidate**

- You will have a passion for hospitality and customer service, and recognise the importance of giving great service to customers.
- The ideal F&B assistant has an outgoing and engaging personality and is driven by the challenge of working in a busy environment which requires flexibility and working well under pressure.
- Excellent communication skills, confidence and an eye for detail are all key to being successful in this role.
- Adaptability is essential as you will often be asked to work across bar, restaurant and functions.