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## **JOB DESCRIPTION – ASST.WAITER BUFFET**

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**Title:** Asst. Waiter Buffet

**Report to:** Restaurant Manager, Maitred, Headwaiter, Jr. Headwaiter

**Subordinates**

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### **Job Objective**

To provide friendly, courteous and professional service in the Terrace Café and behind the buffet area

### **Responsibilities**

1. Must be fully familiar and efficient in buffet line setup, refill and clearance, ensuring the buffet is at all time presentable and equipped with the correct chinaware, hot plates for hot food
2. Must be knowledgeable and able to explain with the food selection
  - Appetizers
  - Bread selection
  - Salads
  - Hot food
  - Specials (carving, pizza, wok and pastas)
  - Desserts
  - Condiments and sauces
  - Common Guests requests
3. To anticipate guest's needs.
4. To ensure that all food items are covered, labeled and always nicely displayed/refilled.
5. To cooperate with the Snack Steward to ensure that the food items are always promptly replenished
6. Must report for duty at the assigned times following his/her superiors' instructions in line with the Company's Rules and Regulations.
7. Duties include the cleaning of his/her assigned working area following at all times the United States Public Health Rules and Regulations.
8. Required to assist with the transporting of the food from the Main Galley to the Buffet Area
9. To ensure that all food items, that need to be requisitioned are well monitored on a daily basis in order to ensure the correct mise-en-place. The requisitions always

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- need to be signed and checked by the Maitre D' Terrace Café.
10. Provides personalized service always with a smile (remembers guests names and preferences).
  11. Embarkation and debarkation duties when required
  12. General cleaning and maintenance according to U.S.P.H. standards.
  13. Handles all ship' equipment with utmost care and reports any faulty/broken equipment.
  14. Assists management with coaching and introduction of new personnel.
  15. Performs all other duties as requested by supervisors.
  16. Will be put under a training program to develop his/her skills in view for a future promotion.

### **Safety**

1. Participates in safety drills and training/briefings according to instruction
2. Complies with Oceania's safety and pollution prevention regulation and operating procedures

### **Education/training**

1. Restaurant background

### **Language requirements**

1. Must be proficient enough to understand and be understood by Guests and co-workers

### **Computer knowledge**

N/A

### **Profile**

1. Great attitude at all times
2. Flexible and efficient
3. Team worker
4. Punctual
5. Well groomed and neat appearance
6. Outgoing
7. Social skills
8. Ability to work under pressure
9. Ability to work within an international team

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