



## JOB DESCRIPTION

### Team Member

<b>1. Job Position</b>	Team Member
<b>2. Category</b>	Staff
<b>3. Responsible To</b>	Store Manager
<b>4. Job Definition</b>	To ensure the service of food and beverage to the guest with appropriate courtesy and efficiency
<b>5. Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>a. To develop restaurant sales by setting high standards of service.</li> <li>b. To ensure complete preparation of restaurant/ take away and other business module before the area opens for operation.</li> <li>c. To take the guest order correctly and with appropriate courtesy.</li> <li>d. To assist the guest in choosing the best items on the menu, thereby increasing sales, by up selling and suggestive selling</li> <li>e. To handle all guests without bias or prejudice.</li> <li>f. To write out guest bill(s) and ensure their proper processing by presenting them to guests and even while delivering food.</li> <li>g. To assist the Shift Supervisor in preparing the general stores requisition.</li> <li>h. To carry out any duties assigned by the Supervisor /Store Manager</li> <li>i. To follow the Store rules and policies laid down by the management</li> <li>j. To adhere to strict grooming and hygiene standards</li> <li>k. To consciously and continuously strive to better his/ her skills and increase his/ her knowledge</li> </ul>

In addition to the above-mentioned duties and job functions, any other assignment given on an occasional basis or daily basis by the immediate superior or the management.