



## Job description & Checklists

---

### Job Title: Runner/Commis De Rang (Commis)

#### Overview of Role:

The commis de rang acts on instruction from the chef de rang. Your role is to assist in preparing the restaurant for service and to carry food to the stations/tables. During service you will be required to carry out duties as instructed by the chef de rang (Station Waiter). You are responsible for carrying out the cleaning duties as set out on the rota. You will assist with serving orders.

#### Checklist

Task or Duty	Tick
Carry out cleaning rota	
Assist with arranging tables	
Assist with crockery & cutlery	
Assist with setting tables	
Prepare the still area	
Fold napkins/roll cutlery for lounge	
Assist with water & bread rolls	
Wait at hot plate for orders during service	
Prepare flambé & carvery items as required	
Keep service areas clean	
Assist with customers	
Prepare coffee and assist with serving	
Assist with closing down	
Monitor and address health, safety & hygiene issues	

#### Hygiene consideration

Still room fridge is clean – no spillages, food is dated, sauce bottles are clean, unused food is covered & dated.	
Coffee filter – emptied & washed – spent coffee grind and filters disposed of.	
Worktops are clear – all crockery stored away all food goods are covered & sealed.	
Bins emptied & floor swept.	
Pot wash clean, emptied & switched off. All crockery, glasses & equipment stored hygienically & correctly.	
All silver, carvery trolley & equipment is washed & stored hygienically.	



## Job description & Checklists

### **Job Title: Chef de Rang (Station/section Waiter)**

#### **Overview of role:**

You are responsible for the section you are allocated at the beginning of the shift. You are responsible for setting the correct number of covers, preparing all the required equipment, crockery, and cutlery, preparing stations and ensuring all condiments, sauces and butters are ready. Supported by your commis, you will have overall responsibility for your section. You should display good knowledge and understanding of the menu and provide efficient customer service. You are a key member of the restaurant brigade.

#### **Checklist**

<b>Duty</b>	<b>Tick</b>
Communicate details with supervisor, reception & Kitchen	
Delegate duties to commis	
Arrange tables as appropriate	
Make sure the correct cutlery, crockery & equipment is clean/polished & ready for use	
Organise all table linen/napkins	
Prepare the still for coffee/tea service	
Order correct number of bread rolls and petit fours	
Prepare all gueridon equipment for service	
Check all menus are correct and the availability of items	
Prepare stations as required	
Check cleanliness of areas including toilets. Check bulbs and hotplates are working	
Greet, Seat, and take drinks orders	
Offer menus & take customers orders correctly	
Make sure water & bread rolls are offered promptly	
Adjust cutlery as appropriate	
Serve courses as appropriate	
Silver serve food if required	
Provide gueridon service if required	
Ensure wine is served and topped up. Liase with bar servers & wine waiter	
Clear away after each course using the correct method	
Crumb down correctly after main course	
Communicate throughout service with kitchen, supervisor, commis and reception	
Deal with any situations that occur. Inform supervisor/lecturer	
Coordinate the bill and payments with reception	
Relay tables as and when appropriate	
Close down correctly – store food or dispose.	
Monitor & report any health, safety, or hygiene issues. Work safely at all times	

#### **Hygiene consideration**

Still room fridge is clean – no spillages, food is dated, sauce bottles are clean, unused food is covered & dated.	
Coffee filter – emptied & washed – spent coffee grind and filters disposed of.	
Worktops are clear – all crockery stored away all food goods are covered & sealed. Bins emptied & floor swept.	
All silver, carvery trolley & equipment is washed & stored hygienically.	
Pot wash clean, emptied & switched off. All crockery, glasses & equipment stored hygienically & correctly.	

### **Job Title: Bar/Wine Waiter (Sommelier)**



## Job description & Checklists

### Overview of Job Role:

You are generally in control of preparing the restaurant of all beverage services. This includes the dispense bar for alcoholic and non-alcoholic drinks. You are also responsible for the preparation of hot drinks. You must take wine orders and serve the customers with their selection. You will always provide a professional service. You are responsible for stock rotation, availability of drinks and requisitioning goods from the store. You must record any transfers to the kitchen and make sure all drink orders are forwarded to reception for billing. You should have knowledge of the wines and other drinks available. You are responsible for the hygiene standards behind the bar.

### Checklist

Duties	Tick
Polish all glasses to the required standard	
Clean all areas of the bar, including the back shelves and mirrors	
Clean the fridges, rotate stock & replenish – requisition good from the main store	
Salvers, measures and any other service equipment must be prepared	
Prepare the liqueur trolley – polish the glasses	
Prepare the coffee machine. Milk & water containers	
Check availability of the wines & stock up fridges	
Prepare all garnishes required	
Prepare all coasters, linen and other materials ready for service	
Empty bins and mop the floor behind the bar	
Record any transfers to the kitchen	
Take all orders for wine & drinks as appropriate	
Prepare all beverage orders	
Serve all wines to the required standard	
Serve drinks at the tables	
Clear away all used or unwanted glasses	
Wine list is offered to the host of each table	
Assist the customers when selecting their wines	
Replenish wines & top up glasses through out service	
Wash and store all glasses correctly after use	
Dispose of any broken glass safely and correctly	
Give all bills to reception for charging correctly	
Empty the rubbish and bottle bins	
Clean and switch off coffee machine	
Close down the bar hygienically & securely – Lock the bar & wine store	

### Hygiene consideration

Still room fridge is clean – no spillages, food is dated, sauce bottles are clean, unused food is covered & dated.	
Coffee filter – emptied & washed – spent coffee grind and filters disposed of.	
Worktops are clear – all crockery stored away all food goods are covered & sealed.	
Bins emptied & floor swept.	
Pot wash clean, emptied & switched off. All crockery, glasses & equipment stored hygienically & correctly.	



## Job description & Checklists

---

### **Job Title: Reception Head Waiter**

#### Overview of Role:

You are responsible for communicating all relevant information to the appropriate people. You must inform kitchen, station waiters and supervisor of the number of covers booked and any dietary requirements or other requirements of the customer. You must manage the reception area and prepare the diary ready for service. You must check all menus are correct and that all promotional information is available. You must make sure all stationary is available for service and that everything is ready for dealing with billing & payments. Deal with any complaints and take appropriate action.

#### **Checklist**

<b>Duty</b>	<b>Tick</b>
Discuss booking, table plan & dietary requirements with appropriate personnel	
Inform laundry of linen requirements	
Update the kitchen notice board	
Communicate all relevant information – internal & external	
Check and count float.	
Check who's paid deposits	
Check menus and all areas are clean. Promotional information	
Greet customers and assist with coats. Direct customers to their tables & inform service staff that customers have arrived	
Confirm booking details	
Input orders to the till – make sure all drinks are charged	
Support the team during service	
Promote the restaurant – offer to make further bookings	
Update all bills and issue as requested	
Deal with all payments and any issues that arise	
Be aware of security levels through out	
Bid all customers a fond goodbye & thank them for their custom	
All payments are dealt with & confidentiality is displayed	
Always create a professional image	
Deal with any situations that arise	
Work in line with legislation	

### **Job Title: Restaurant Supervisor**



## Job description & Checklists

---

### Scope of job

You are responsible for day-to-day operation of Blasus Restaurant and lounge and will monitor staff levels, stock control & finance. You will communicate with other areas such as the kitchen and stores. Leading by example, you will be required to promote our business and encourage your team to up sale and maximise sales. You must closely analyse customer trends and their needs and suggest ways in which improvements can be made. You will support the restaurant manager by assisting with training, maintaining high levels of customer care and managing health, safety and hygiene. You will play a key role in the development of a successful team.

<b>Hours of work:</b>	As time tabled
<b>Holidays:</b>	As time tabled
<b>Responsible for:</b>	All members of the restaurant team
<b>Responsible to:</b>	The lecturer/manager on duty

### Main duties will include:

- Confirm all bookings for the week
- To supervise the team and promote good working relationships
- Carry out a beverage stock take
- Brief staff on a daily/shift basis
- Order all required stock
- Carry out health and safety checks
- Check levels of stock, stationery and linen. Orders as appropriate
- Control the payment point
- Confirm all menu details with the chef and communicate all relevant information
- Allocate duties and assist when needed
- Maintain high levels of customer service
- Complete the supervisor's checklist and any other necessary paperwork
- Deal with any complaints and inform the manager on duty
- Carry out end of shift de – briefs
- Check all areas
- Ensure all areas are closed down and secured appropriately
- Carry out any other relevant duty requested in the lecturer/manager on duty