

# Hotel General Assistant

## **Main responsibilities:**

- Assisting with the preparation of and the serving of all meals and beverages to customers, always ensuring great customer service at all times
- Be on hand to help reception with daily requirements i.e. luggage
- Ensure good knowledge of our menus and drinks on offer
- Ensure function rooms are left tidy
- Be approachable to guests and help with any request or requirements.
- Complete given tasks efficiently
- Promote good team work and work in a friendly, efficient manner.

## **Person Specification:**

- Good customer service skills
- Good communication skills - written and verbal
- The ability to demonstrate great teamwork
- The ability to follow instructions
- Work well within a team environment as well as on their own

As part of this role includes serving alcoholic drinks you will need to be over 18 years old to apply for this role.

**Job Types:** Full-time, Part-time, Permanent

**Hotel:** The Grand Hotel

**Salary:** £9.50 per hour