



Boston Pizza Uxbridge

## **JOB DESCRIPTION SERVICE ASSISTANT**

### **REPORTS TO: SERVICE SUPERVISOR & RESTAURANT MANAGEMENT**

#### **SUMMARY OF WORK PERFORMED**

The service assistant is responsible for the cleaning and resetting of the tables in the dining room and assisting the server in attending to guests needs in a prompt, efficient and above all, friendly and courteous manner. They will help ensure that the restaurant is clean and organized at all times.

#### **DUTIES AND RESPONSIBILITIES**

- The service assistant is responsible for ensuring that all guests are attended to in accordance with the high standards outlined by Boston Pizza.
- The service assistant will play a major role in the cleanliness and organization of the restaurant with emphasis on the dining room, service stations, entrance way and washrooms.
- The service assistant will continuously maintain stock levels for use in the dining room, service station and washrooms.
- The service assistant will develop a good working knowledge of all products.
- From time to time the service assistant may be required to assist in the training and development of new employees.
- Co-operation, communication and teamwork are essential for a successful service assistant.
- The service assistant will perform other such tasks that may be assigned from time to time.

#### **OTHER DUTIES**

- **The cleanliness of the entire restaurant, exterior and parking areas are a top priority of the General Management Team and all employees are expected to ensure the cleanliness of these areas.**