

Waiter Job Description Template

Job Title: Waiter / Steward

Location: _____

Company Name: _____

Reports To: _____

Employment Type: Full-time / Part-time

Job Summary:

Provide excellent customer service by taking orders, serving food and beverages, and ensuring a pleasant dining experience.

Key Responsibilities:

- Greet customers and take orders
- Serve food and beverages
- Maintain cleanliness of tables and dining area
- Handle billing and payments
- Coordinate with kitchen staff

Required Skills:

- Communication and customer service skills
- Basic math skills for billing
- Teamwork and patience
- Good grooming and presentation

Qualifications:

- Basic education preferred
- 0–3 years experience (freshers can apply)

Salary Range: _____

Additional Benefits: _____