

## JOB DESCRIPTION

### IN-ROOM DINING SERVER (PT) LATE NIGHT

#### RESPONSIBILITIES:

- Answering telephones in the Room Service Department in a pleasant, timely and efficient manner, covering all standards as outlined by the department.
- Accurately taking orders, verifying with the guest both the order, the room number and the time it will be delivered by.
- Inputting orders, so that the kitchen may prepare the food.
- Checking, prepping and delivering order in a timely manner.
- Removing trays and tables from guest rooms and hallways.
- Collecting and organizing all door knob menus.
- Assist in the general cleanliness of the Room Service Area.
- Assist in all prep work required by the department.
- Other duties assigned by the Room Service Supervisor.

#### QUALIFICATIONS:

- Flexible availability must be available to work on weekends and overnight.
- Must be able to speak, read, write and understand English, a second language is an asset.
- Must have strong communication skills, both verbal and written.
- Must possess basic computer knowledge.
- Must have Serving it Right Certification.
- Previous serving experience required.
- Knowledge of hotel food and beverage operations and alcoholic beverages.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to lift up to 15 lbs. on a regular and continuing basis.
- May be required to lift trays of food or food items weighing up to 30 lbs. occasionally.

**APPLY:** Email a current resume and a cover letter to Human Resources at [resumes@wallcentre.com](mailto:resumes@wallcentre.com).