

Job Description



Position Title: Steward
Location: Hyderabad
Salary: 14k in hand+ PF & ESIC
Salary Date: 1st day of month
Job Type: Full-Time, Permanent
Benefit: On duty food & Accommodation
Reports To: Supervisor
Role Description:

Responsible for delivery of services with the satisfaction of customer and client

Key Responsibilities

- To report for duties well-groomed and in proper uniform (Haircut, Nails, Uniform, Shoes, Pad, pencil etc.)
- Attend briefing before start of shift and debriefing at the end of shift
- Check the menu and note special instructions from the supervisor at the beginning of the day
- To do all 'mis end place' correctly before the service time to ensure agreed standards of service
- Provide food and beverage services in a proper manner
- Speak in an empathetic tone and communicate all information to his supervisor
- Keep track of all food services made during his shift by maintaining proper service delivery and clearance records at the site
- Maintain a clean and neat work environment
- Take proper handover at beginning of shift and give correct handover before leaving (including service and clearance cards)
- Ensure proper mis-end-place, and see that clean, dry and proper equipment is used as per the SOP laid down
- Any other duty as instructed by his immediate Supervisor/Manager from time to time

Key Competencies:

- Previous food handling experience in a corporate environment
- Excellent grooming and personal presentation

- Good communicator, friendly and receptive to client's needs
- Customer service orientation
- Punctuality and accurate time keeping
- Ability to work unsupervised and show initiative
- Ability to work as part of a team