

RESTAURANT STAFF

Student: Polina Khavronina

Group: 11gd-22

**Teacher: Romashova Maria
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FOOD AND BEVERAGE MANAGER

- Monitors general work processes in the restaurant.
- Monitors the ratio of profit and loss.
- Manages front office and back office.
- Hires and manages staff.
- Works with the CEO on marketing initiatives.

Other Requirements:

- Generally a secondary education is an advantage.
- Experience in the food industry.
- Communication skills.
- Leader experience and qualities.



MANAGER'S ASSISTANT

- Oversees the general work processes in the restaurant during the absence of the senior manager.
- Helps with determining the balance of profit and loss.
- Helps with recruiting and managing staff.
- Helps with order fulfillment, use and storage of inventory and equipment.
- Often involved in bar management.

Other requirements:

- Preferably secondary vocational education.
- Leadership qualities.
- Experience in catering services.



WINE WAITER



- Advises the management in the selection of wine assortments.
- Recommends wines that suit the meals ordered by guests.
 - Orders and maintains an assortment of wines.

Other requirements:

- Wide knowledge of wine and food pairing

HEADWAITER



- Ensures clear communication between the kitchen and the dining room.
- Directs waiters, peddlers, observes the situation in the dining room.
 - Maintains an environment of elite service.
 - Seeks advice from senior manager and head chef.

Other requirements:

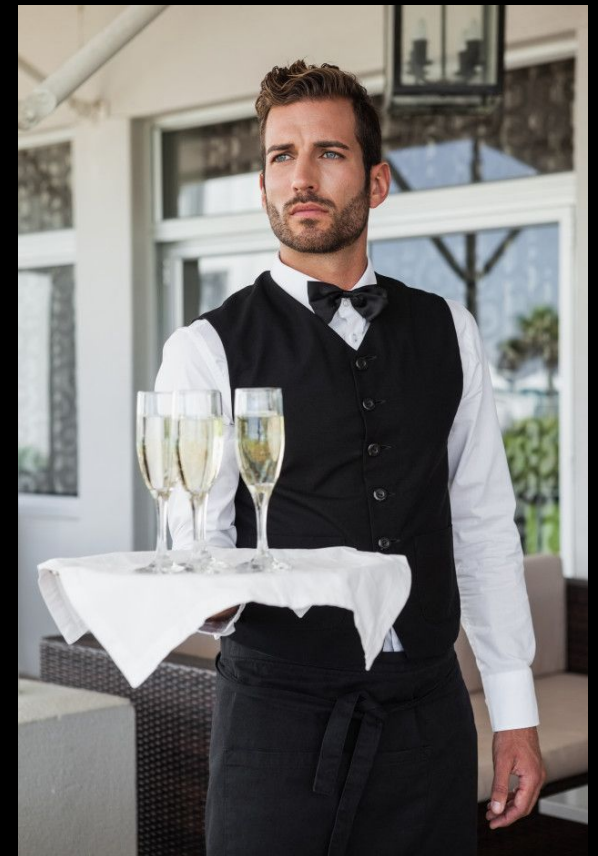
- Availability of management experience.
- Knowledge of high-end dining etiquette

WAITER

- Surrounds guests with attention and takes orders.
- Provides information and recommendations on the menu.
- Prepares, verifies and accepts payment.

Other requirements:

- A positive attitude towards people.
- Ability and willingness to deal with stressful situations.
- Respect and kindness



BARTENDER



- Accepts orders for drinks from waiters or directly from guests.
- Prepares mixed drinks, pours wine or beer, serves bottled and non-alcoholic drinks.
- May be responsible for ordering and receiving assortments.

Other requirements:

- Friendly attitude.
- Maintaining contact with service personnel.

HOST OR HOSTESS

- Meets the entrance at the entrance.
- Accompanies and places guests at tables.
- Can do reception and planning.
- Pre-orders.
- Answers phone calls.
- Provides guests with a menu and cleans up after receiving the order



BUSBOY

- Cleans tables and keeps them clean.
- Dispenses and supplies water provided

