

WAITSTAFF

OVERVIEW OF JOB

WHO

“WAITSTAFF” is position in which previous job experience is required. As such, you have been hired for your common sense, high level of energy and ability to focus on what needs to be done and ability think on your feet.

WHAT

UPON ARRIVAL

- Upon arrival get the Client Worksheet from the folder over computer in kitchen. Get linen napkins (color is on the worksheet)
- Take water on wheel rack to the room (25 per rack) Number of guests is on the worksheet

SET UP TABLES

- Set tables with silverware (two forks, knife and spoon) s&p,shakers, water goblets with napkins
- Count salad plates, count dinner plates 5”, bread plates (6”)

PRE DINNER SERVICE

- Help tray up hors in kitchen
- Help fill bread baskets in kitchen
- Pass Hors d’oeuvres
- Put one bread basket with rolls on each table according to count

DINNER SERVICE OF GUESTS

- Water pitchers with ice and water at each table
- Prepare coffee in carafes
- Creamers filled and put on tables
- Salads plated up and served along with bread baskets at each table

POST DINNER SERVICE –

- Clear salad plates
- Clear dinner plates and silverware
- Fill water pitchers as needed
- Clear water goblets and napkins

CLEAN UP

- Sort dishes outside in waitstaff cleaing area
- Waitstaff work between the kitchen and runners to facilitate production of the event.
- And any other job that has been assigned.

WHEN

DOES A WAITSTAFF PERSON WORK?

- Waitstaff generally, will arrive 1-1 1/2 hours before the ceremony.
- In general, the shift will be 5-6 hours

WHERE

- Waitstaff will be assigned to work in different banquet rooms.
- Each event will be assigned two to six waitstaff depending on the number of guests

HOW

DO WAITSTAFF ACCOMPLISH THEIR GOALS?

- A worksheet is provided to be used as checklist for waitstaff. It is broken down by assignments

WHAT DO WAITSTAFF WEAR

DRESS CODE: Black dress pants, Black tuxedo shirt with Neck Button. Safe black shoes with rubber soles