

## **JOB DESCRIPTION**

### **JOB TITLE: Captain**

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**REPORTS TO: Dining Room Manager & Sommelier**

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#### **SUMMARY:**

The University Restaurant seeks applications for the post of Captain. The purpose of the position of Captain is to serve food and beverages to guests in a timely, courteous, efficient and accurate manner. All functions are carried out to maintain an environment of teamwork.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Receive and take guest orders and process in a timely manner through whatever systems are currently used in the restaurant.
2. Prepare and serve meal accompaniments to guests.
3. Perform sidework.
4. Open bottled wine for guests.
5. Bus and set tables, as needed.
6. Perform buffet set up (if necessary) and breakdown.
7. Assist with orders to go (if necessary).
8. Seat guests and help with answering phones as business demands.
9. Perform other duties as assigned.
10. Communicate with support crew and management.

#### **SUPERVISORY RESPONSIBILITIES:**

None. Direct bus persons on duty.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

High school diploma; or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Fluent in Cantonese, Mandarin and English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide. Ability to perform these operations using units of local currency and weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10-25 pounds and frequently lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

While performing the duties of this job, the Captain will need to handle kitchen and service utensils, such as knives, glasses, etc. Floors may be slippery. Will carry large, heavy items such as tubs or trays, which need to be cautiously positioned and transported. Broken glasses or hot liquids are also present and must be carefully handled.

The noise level in the work environment is usually moderate to loud.

(Please note: management reserves the right to change, modify, and/or alter any of the duties listed above to meet business demands).

Interested parties please send full resume with expected salary, recent photo and copy of certificates of the highest education to Macau PO Box 345 or by fax to (853) 2882 7089 or by email to [recruit@must.edu.mo](mailto:recruit@must.edu.mo)