



Huntingdon Manor Hotel
330 Quebec Street
Victoria, B.C., V8V 1W3

Pendray Inn and Tea House
309 Belleville Street
Victoria, B.C. V8V 1W3

Job Description: Tea House Server

To undertake the following tasks:

- Arranging the dining area
- Welcoming and serving tea house guest
- Tidying the dining room after meal service

The Dining Area Server forms the continuous link between the kitchen and the dining room.

Key Responsibilities:

- To ensure the guests receive high quality services and service provision
- To ensure that health and safety and procedures are respected, especially Serving It Right
- Following opening/closing duties
- Completing daily/weekly cleaning tasks
- Collecting and balancing payments and following proper cash-out procedures
- Informing the Chef or Supervisor when product is low, or if there are maintenance issues
- Completing additional tasks as requested by Management.
- Reports directly to and take direction from: the Front of House Supervisor and Executive Chef
- Follow the policies and procedures set forth in the Huntingdon Manor Employee Handbook.

Entry Requirement Skills:

Understanding basic rules as they apply to:

- Hygiene
- Storage
- Politeness
- Team working
- Sales ability
- The ability to listen: understanding how to detect customer needs
- Attention to detail
- Sensitivity to customers: good relationship skills
- Physical and mental resilience
- Thoroughness
- Organisation: multi-skilled
- Adaptability/reactivity
- Good time-keeping

Qualifications:

- Previous experience may be a requirement, depending on the position level
- Serving It Right certificate is required for those employees who are serving alcoholic beverages
- Food Safe Level 1 is required for those employees who are handling food preparation.

If interested, please email your cover letter and resume to kitchen@pendrayrestaurant.com. Only applicants who are legally entitled to work in Canada will be considered.