

SAMPLE JOB DUTIES FOR RESUME: SELECT 3-5 WHICH WERE MOST RELEVANT TO YOUR JOB

1. BELLPERSON

- Provided warm and welcoming hospitality while assisting guests with luggage during check-in and check-out. Stored, loaded and unloaded baggage as needed.
- Escorted guests to their rooms, serving as a resource for all hotel amenities.
- Provided insight and directions for city activities and points of interest. Helped secure necessary transportation when required.
- Communicated with other departments in a friendly and professional manner.

2. BANQUET HOUSEPERSON

- Thoroughly reviewed Banquet Event Orders to ensure all banquet and meeting rooms were set up to all required specifications for meetings, weddings, holiday parties, and special events.
- Assisted during events by proactively clearing dirty dishes, bringing fresh dishes and utensils to the tables, making coffee, cleaning spills, and taking out trash.
- Cleaned meeting space, banquet hallways, and storage and service areas by vacuuming, sweeping, mopping, polishing, wiping areas, and washing walls before and after events.
- Broke-down, cleaned, stored, and secured all banquet equipment in an organized manner and reported all damaged furniture or other issues to the banquet manager.

3. COOK

- Created a memorable experience for all restaurant guests by preparing and properly plating and garnishing all food orders in accordance with menu specifications.
- Pursued creativity and presentation for all new menu concepts to delight customers and reflect seasonal trends.
- Identified and selected cuts of meat, poultry, beef, shellfish, and vegetables used for sautéing.
- Prepared hot and cold entrées, hot and cold hors d'oeuvres, cold and smoked fish, pâtés and terrines, hot and cold buffet items, and dressings and vinaigrettes in accordance with the menu.
- Adhered to all hotel standards for safe food handling and storage while minimizing waste and maximizing variable cost ratio.
- Inspected food preparation, serving, and storage areas to ensure observance of safe, sanitary food-handling practices.
- Maintained cleanliness and organization of all kitchen equipment and appliances.
- Maintained inventory of food and other items needed and placed future orders accordingly.
- Communicated effectively with kitchen team and servers so that restaurant's customer service standards were consistently high.

4. HOUSEKEEPER (ROOM ATTENDANT)

- Made beds, vacuumed and mopped daily, dusted and polished furniture, wiped all windowsills, mirrors and bathroom fixtures, replenished amenities and supplies, and performed all required duties to meet high cleanliness and quality standards.

- Practiced safe working habits, including bending and lifting appropriately to avoid injury.
- Provided excellent customer service by communicating cordially and respectfully with guests and ensuring that each room was spotless.
- Anticipated guest needs, responded to inquiries, and resolved problems.
- Followed detailed room task checklists and kept logs of timely completion of cleaning duties.
- Immediately reported any suspicious activities to ensure the guests' safety and security.
- Stocked, organized and maintained supply cart with all needed items to complete schedule.
- Reported any damage, missing items, maintenance problems, safety issues, and potential hazards to management, ensuring adherence to safety code procedures.

5. HOUSEPERSON (HOUSE ATTENDANT, HOUSEKEEPING AIDE)

- Ensured that assigned public space and guest room floors were kept fully stocked and clean to provide exceptional support to room attendants. Picked up dirty linen and trash throughout the day.
- Promptly responded to guest requests for amenities, rollaway beds, cribs, and appliances.
- Dusted, polished, and removed marks from walls and furnishings. Vacuumed floors and cleaned carpets, using and maintaining industrial equipment. Provided support to housekeeping supply storeroom and laundry facilities.
- Reported maintenance issues and performed special cleaning assignments.

6. LOBBY ATTENDANT (PUBLIC AREA ATTENDANT)

- Performed general cleaning duties in public areas including lobby, hallways, stairwells, glass doors, fitness center, breakfast area, meeting spaces, offices, and business center.
- Greeted guests and assisted with their requests in a polite and friendly manner.
- Assisted customers by resolving issues quickly and ensuring an exceptional guest experience.
- Reported maintenance needs to proper departments.
- Performed special cleaning assignments using industrial machinery.

7. PREP COOK

- Prepared for meal periods by ensuring that all kitchen stations were set up in a timely fashion based on anticipated volumes.
- Assisted chef by preparing variety of hot and cold food recipes needed daily to meet customer demands.
- Washed, cut, and prepared vegetables, fruits, meats, fish and poultry. Created salads and sauces.
- Worked in a fast and efficient manner to complete each task and ensure customer satisfaction. Communicated any assistance needed during busy periods to the chef to ensure optimum services.
- Kept all working areas clean, neat, and in compliance with all health regulations.
- Monitored product quality and expiration dates and ensured proper rotation of product.
- Opened and closed kitchen, following checklists for all cooking stations.
- Maintained a positive and professional approach with chef, coworkers, and customers.

8. SERVER

- Proudly representing the restaurant's brand, provided exceptional and individualized service to each guest.
- Assisted guests with menu selection by explaining how various menu items were prepared, describing ingredients and cooking methods, and upselling specialty items.
- Communicated with the culinary team regarding menu questions, length of wait, and allergy and dietary needs.
- Demonstrated extensive knowledge of wines to make proper wine pairing recommendations.
- Presented wine samples for guests to taste and opened the bottles for them upon approval.
- Served food and beverages to guests in a professional, respectful, and careful manner, checking regularly to ensure they were delighted with their meals and resolving anything that was not to their satisfaction.
- Completed daily side-work, polished utensils, and restocked dry goods and glassware before and after shift.
- Cleared, cleaned, and reset tables and transported all equipment following proper safety and sanitary procedures.
- Maintained thorough knowledge of restaurant's POS system, inputting all orders accurately.
- Served large groups, skillfully anticipating and addressing each guest's service needs.
- Worked efficiently as a team with other servers and kitchen staff.

9. STEWARD (DISHWASHER)

- Washed dishes, glassware, flatware, pots, and pans using dishwashing machine or by hand.
- Filled and emptied dishwasher throughout the day to maintain a constant flow of clean dishware and supplies at all times.
- Organized all plates, glassware, silverware, and cooking equipment for kitchen staff. Proactively assisted kitchen team to ensure all customer needs were met.
- Maintained the overall appearance and cleanliness of the kitchen and dishwashing area to ensure work was completed efficiently and safely.
- Swept and mopped floors. Sorted and removed trash and recycling to designated areas.
- Assisted in various other kitchen duties such as retrieving ice or items from the kitchen.