

**MORALE, WELFARE & RECREATION (MWR) - SINGAPORE
JOB VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: OPEN 03-010

OPENING DATE: 18 MAR 2003
CLOSING DATE: OPEN CONTINUOUS

WAIT STAFF – SPONSORED DEPENDENTS

NA-7420-2

CATEGORY: PART TIME/FLEXIBLE

SALARY: US\$6.92 per hour

I. AREA OF CONSIDERATION AND WHO MAY APPLY:

COMMAND SPONSORED WITH VALID ID.

All qualified applicants will receive employment consideration without regard to race, sex, color, religion, national origin, martial status, or any non-merit factors.

II. BRIEF DUTIES: Incumbent discusses menu with the supervisor and familiarizes self with menu. Secured clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linens and placing glasses, condiment holders, flowers, candles or lamps and silverware on table. Prepares side tables with silverware, bowls, or ice and other extras that may be required during the meal. Receives guests and takes orders. Writes guests orders, answers questions regarding food and beverages or makes suggestions about dishes and beverages. Works according to rigid time schedule, secures food from kitchen and places dishes by course in front of each person. Continues to provide service as needed and requested by guests. Following completion of meals, gives checks to guest, who may pay cashier or the waiter or elect to sign dining room guest check when authorized. Removes soiled dishes, glasses and silverware or requests food service worker to do so, as necessary. May perform cleaning duties as time permits, such as sweeping, mopping and so forth in assigned area or cleaning entryways. May perform janitorial, dishwashing or other functions in an emergency. Performs other related duties as required. Must be available to work at nights/after midnight, weekends and holidays.

III. QUALIFICATIONS: 1 year recent working experience in the Food & Beverage industry. Must have product and beverage knowledge of F & B establishments. Incumbent must have knowledge of and maintain a high standard of sanitation, courtesy and expeditious food service. The working conditions require constant stooping, standing, bending, walking and moderate lifting. There is also a danger of minor burns from warming ovens, hot liquids, glassware and food containers. There is also a danger of slipping on wet floors.

IV. HOW TO APPLY: Submit detailed resume or form OF612 to Ms. Nora Leggett, Personnel Liaison Officer, Administration Department, NRCC Singapore, Building 7-4 PSA Sembawang Terminal, Deptford Road, Singapore 759868.

*****Open Continuous Announcements are not posted in relation to specific job vacancies. All applications submitted will be considered when positions become available and when a need exists for filling the vacancy.**

AN EQUAL OPPORTUNITY EMPLOYER

Approved by: PMO/XO