



Hospitality

13 job description templates
for hospitality roles

Hospitality Roles

Job description templates

Sous Chef	2
Restaurant Manager	3
Hotel Concierge	4
Head Chef	5
Food and Beverage Manager	6
Flight Attendant	7
Event Manager	8
Event Coordinator	9
Hotel Manager	10
Waiter/Waitress	11
Bartender	12
Cabin Crew	13
Chef	14

Sous Chef

Job description

We are looking for a hard-working Sous Chef. You will manage food preparation and other odds and ends as they arise to support the culinary vision of our restaurant.

- Prepare large quantities of vegetables and meats.
- Transfer food from kitchen to buffet-style food warmers.
- Monitor ovens and baking racks to ensure that food does not burn.
- Create meal recommendations (e.g. wine suggestions for each dish).
- Re-organize cold storage freezers, as supplies are depleted, for easy access.
- Sanitize equipment each night before closing the kitchen.
- Communicate with purchasing managers to re-stock popular items.
- Practice food hygiene procedures.
- Maintain, lubricate and sanitize industrial cooking equipment.
- Collaborate with head chefs and other kitchen staff to ensure smooth operation.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as a Sous Chef.
- No extreme food sensitivities (e.g. tree nuts, milks, shellfish).
- Solid knowledge of cooking methods and ingredients combinations.
- Quick problem solving skills.
- Passion for the culinary art.
- Strong ability to multi-task.
- Excellent verbal and written communication in [X] language.
- [X] degree in Culinary or relevant fields.

Restaurant Manager

Job description

We are looking for a competent Restaurant Managers. You will contribute greatly to our restaurant's high-quality service and profitability.

- Train and manage waiters and waitresses, clean-up crew, and other staff.
- Provide the best customer service and respond promptly to complaints.
- Make sure that all food and drink preparation is carried out according to the appropriate standards and guidelines.
- Ensure that tables are charged appropriately for food purchases.
- Cash out tip adjustments and disseminate tips to wait staff.
- Process payroll for all restaurant employees.
- Perform weekly inventory checks and order new supplies.
- Take responsibility for the performance of the restaurant staff.

Job benefits:

- ☒ salary
- ☒ vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to make cost effective decisions.
- Lead all staff by setting a positive example.
- Customer service oriented.
- Strong knowledge of food and wine combination.
- ☒ year(s) experience in restaurant management.
- Excellent verbal and written communication in ☒ language.
- ☒ degree in Business Administration, Culinary, or relevant fields.

Hotel Concierge

Job description

We are looking for an efficient The Hotel Concierge. You will welcome our guests into a warm and friendly environment and facilitate their dream vacations.

- Schedule hotel vans to pick up and drop off guests from the airport.
- Assist guests with booking of tours, trips, and other excursions.
- Greet guests at the door and confirm their reservations.
- Give information/suggestions about local tourism.
- Provide emergency contact information for guests.
- Communicate with the shuttle buses to retrieve guests who are lost.
- Speak to guests about coupons, discounts, and deals offered through local partners.
- Organize accommodations for guests with special needs (e.g. wheelchair, health conditions).
- Handle all requests from customers in a professional manner.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Welcoming and polite nature.
- Customer service oriented, polite, trustworthy, and patient.
- Ability to ad hoc manage and multitask.
- Knowledge of the local geographic area.
- [X] year(s) experience working in the Hotel Management industry.
- Excellent verbal and written communication in [X] language.
- [X] degree in Hotel Management or equivalents.

Head Chef

Job description

We are looking for a passionate Head Chef. You will lead a team of food specialists and sous chefs to ensure our food maintain the highest quality.

- Design menus that enhance customers' culinary experience while keeping up high quality.
- Submit cost proposals for menu items.
- Check batches of food items that are prepared weekly to ensure quality.
- Track purchases of small items that are locally sourced.
- Provide feedback regarding the food quality of bulk purchases.
- Ensure that all food preparation is in accordance with regulatory guidelines.
- Design standardized food presentation guidelines for each dish.
- Monitor inventory levels of commonly used items.
- Look for ways to reduce spoilage of infrequently used items.
- Hire, train, and manage staff about proper kitchen sanitization methods.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as a Head Chef.
- Ability to track expenses and manage a budget.
- Licensure from the Food and Drug Administration (FDA), or other certifying agency.
- Ability to manage a specialized team.
- Strong passion for the art of food design.
- Culinary Degree or equivalent experience.
- Excellent verbal and written communication in [X] language.

Food and Beverage Manager

Job description

We are looking for a professional Food and Beverage Manager. You will maintain food & beverage excellence and deliver an outstanding customer experience.

- Plan ahead and manage all food & beverage orders and staff according to budget as well as the highest standards.
- Handle customer complaints about food quality and/or preparation.
- Prepare alternative recipes to accommodate customers with special diets/food allergies.
- Order food supplies, track shipments and communicate with vendors.
- Ensure that food & beverages are prepared in accordance with established standards.
- Maintain the kitchen in accordance with food & beverage, health and safety regulations.
- Hire, train, and manage the food & beverage team.
- Collaborate with staff, vendors and the Management team for special events.
- Ensure that guests are welcomed into a clean and presentable environment.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- A proven track record of managing food & beverage.
- Ability to work long shifts for special events and large crowds.
- Ability to solve problem quickly and efficiently.
- Great customer service and communication skills.
- Sound knowledge of restaurant management software.
- Knowledge of different facets of food preparation (e.g. prep, storage, drinks, alcohol, presentation).
- [X] year(s) experience in Food Management or relevant fields.

Flight Attendant

Job description

We are looking for an amiable Flight Attendant. You are dedicated to the comfort and safety of our passengers.

- Use beverage cart to deliver refreshments and meals to passengers.
- Ensure that each passenger is comfortable.
- Educate passengers about safety procedures.
- Greet each passenger during boarding and department of the flight.
- Clear seats of debris before and after each flight.
- Carryout procedures in accordance with Federal Aviation Administration (FAA) regulations, or other regulatory agencies.
- Help sick passengers by providing blankets, performing CPR, and other methods if necessary.
- Negotiate with noisy, intoxicated, and irate passengers to ensure flight safety.
- Disseminate blankets, ear plugs, and other complimentary items.
- Perform seat belt and tray table checks during take-off and landing.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Friendly and polite demeanor in challenging situations.
- At least [X] years of age at the time of onboarding.
- Authorization to work in [X] country.
- Ability to pass mandatory Flight Attendant training.
- Ability to work independently as well as in a team.
- Great problem solving and customer service skills.
- Excellent verbal and written communication in [X] language.

Event Manager

Job description

We are searching for an Event Manager with a magnetic personality. You can handle large scale events/projects while facing the pressure of deadlines.

- Oversee the coordination of event marketing and planning efforts.
- Develop relationships with clientele and corporations who can provide event space and supplies.
- Determine customized marketing strategy for each event.
- Use a creative eye to decide the decoration for spaces, flyers, palm cards and other materials.
- Negotiate with vendors to decrease event costs.
- Facilitate take-away meetings with Event Planning team to develop best practices and examine any problems.
- Define event attendee value proposition to pinpoint ticket prices.
- Report overall event costs to the management team.
- Propose ideas and changes for new events to attract attendees and increase attendee value.
- Use a Customer Relationship Database to manage client/attendee/customer contact information.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Outstanding ability to multi-task
- Strong leadership, organizational and communication skills.
- Meticulous attention to detail.
- Ability to leverage a network of functional partnerships.
- [X] year(s) experience in Event Coordination or Management.
- Ability to troubleshoot critical issues in a timely fashion.
- Excellent verbal and written communication in [X] language.
- [X] degree in Event Management or relevant fields.

Event Coordinator

Job description

We are searching for a vivacious and energetic Event Coordinator. You have a bubbly personality and strong work ethic to organize high-quality events.

- Coordinate the marketing efforts for each event.
- Develop relationships with long-term vendors for food and drink and other bulk purchases.
- Proofread print materials, including name tags, programs, banners, and flyers.
- Provide hands-on leadership on-site during the event to solve logistical problems.
- Maintain budget and use corporate account to make payments to vendors.
- Report total event cost summaries at the end of each event, weekly, or monthly.
- Develop partnerships to secure reasonably priced event spaces and locations.
- Lead event preparation efforts (e.g. fill balloons, cut badges, decorate the space, catering, guest list, equipment) and manage all deliverables within deadlines.
- Facilitate post event wrap-up and clean up.
- Adhere to legal, health and safety regulations.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to handle multiple tasks simultaneously.
- Superb organizational skills and critical eye for detail.
- Ability to develop network of functional partnerships.
- [X] year(s) experience in Event Coordination or Management.
- Ability to problem solve critical issues in a timely fashion.
- Excellent verbal and written communication in [X] language.
- [X] degree in Event Management or relevant fields.

Hotel Manager

Job description

We are looking for an experienced Hotel Manager to help create a comfortable environment for our family of guests.

- Hire, train, manage, and schedule hotel staff (e.g. in the area of cleaning, maintenance, service, and food preparation).
- Handle customer feedback and complaints in a responsive manner to ensure customer satisfaction.
- Communicate with headquarters for weekly/monthly inspections, staffing and vendor needs.
- Manage the ordering of supplies and equipment (e.g. bedsheets, soap, curtains).
- Ensure that hotel guests are welcomed into a clean, friendly, and service-oriented environment.
- Manage the electronic and cash transactions; to include, petty cash, merchant processing equipment, online booking systems and cash drawers.
- Accommodate conferences/large meetings for corporate and business clients along with the special needs of other large parties (e.g. weddings, family reunions, special interest groups).
- Be responsive to any situations that require immediate action (e.g. water heater blow out, blockage in the ventilation system, safety compliance issues).
- Analyze seasonal booking trends to help determine nightly rates and/or discounts.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Excellent organizational skills and attention to detail.
- A proven track record of managing various hospitality tasks.
- Solid knowledge of hospitality management practices, regulations, and guidelines.
- High ability to make decisions and solve problems under pressure.
- [X] year(s) experience in hotel management or related field.
- Excellent leadership and project management skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Hospitality Management or relevant fields.

Waiter/Waitress

Job description

We are looking for an energetic and hard-working waiter or waitress to join our team. We need a team player who can help create a warm and welcoming atmosphere for our customers.

- Present yourself as friendly, personable, and approachable to each customer.
- Monitor assigned customer tables.
- Take customer orders in a professional manner.
- Oversee customer orders and dietary needs with cooking staff.
- Ensure that each table is fully stocked with napkins, condiments, and other supplies.
- Deliver food and drinks to customer tables.
- Answer customer questions regarding service, food preparation, and/or other related concerns.
- Clean tables after each customer is finished/ prepare tables for new customers.
- Bill customers and collect payment.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Great organization skills and attention to detail.
- Customer service orientation and empathy communication.
- Ability to provide friendly customer service in a fast-paced environment.
- Adequate command of [X] language.
- [X] year(s) experience working in a restaurant.

Bartender

Job description

We are looking for an experienced Bartender. You will provide our customers with perfect drinking experience.

- Ensure that drinks and service provided to customers is compliant with local regulations.
- Serve guests in a friendly, personable, and approachable manner.
- Take orders, assess customers' needs, and provide recommendations.
- Bill customers for drinks. Maintain customer tabs.
- Provide feedback to managers regarding popular beverages to support efficient inventory management.
- Answer customer questions regarding service, drink preparation, and/or other related concerns.
- Maintain a neat, clean, and inviting bar area.
- Monitor the milieu to ensure the safety of all guests and staff.
- Take emergency precautions during critical situations.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience working as a bartender.
- Excellent knowledge of beverages and their combinations.
- Relevant licensing/certification.
- Friendly and service-oriented personality.
- Ability to assess unsafe conditions.

Cabin Crew

Job description

Our Cabin Crew creates the atmosphere in the air. We are here to make sure our passengers have a comfortable and memorable flight. If you are energetic, naturally friendly, and dedicated to customer service, this is the position for you.

- Attend pre-flight briefing to receive critical information such as crew assignment, passenger information, and other special instructions.
- Perform checks of safety equipment (e.g. seatbelts, emergency exits, etc.) before and after each flight.
- Clean the cabin, sweep the aisles, clear debris from the seats and remove lost items.
- Serve beverages, meals, snacks, and sell products during the flight.
- Answer passengers' questions and offer assistance if applicable. Especially attend to sick passengers and passengers with special needs.
- Make announcements to passengers and explain safety procedures.
- Complete flight reports and other documentation.
- Welcome passengers and direct them to the correct seat.
- Maintain composure and offer assistance to passengers in case of emergency.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Certified in First Aid, and CPR.
- Ability to work autonomously and collaborate with colleagues to ensure a pleasant flight experience.
- Excellent communication skill and customer-oriented approach.
- Minimum height of (Insert Height Here).
- Minimum arm length of (Insert Length Here).
- Ability to lift (Insert Average Carry-on Weight).
- At least 21 years of age at the time of application.
- Excellent verbal and written communication in [X] language.
- Cabin crew certification or equivalent.

Chef

Job description

We are seeking a creative Chef whose passion is evident with each bite.

- Create new additions for the menu that meet the standards.
- Sustain the tasteful quality of existing dishes with fresh ingredients and cooking methods.
- Inspect food, supplies, and equipment, especially for foreign ingredients.
- Prepare ingredients and cook according to the menu sets on a timely manner.
- Maintain and document inventory levels on a daily basis.
- Order new supplies on a daily and weekly basis.
- Ensure kitchen (equipment) and other supplies are sanitized on a daily basis.
- Check food quality, taste, and presentation of all food prepared.
- Prepare special dishes for guests with special dietary needs and other requests.
- Collaborate with other sous chefs and kitchen staff.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Must have excellent hand-eye coordination.
- Ability to identify ingredients by taste and texture.
- Ability to multi-task and delegate tasks.
- A proven track record of working as a chef or relevant roles.
- Solid knowledge of cooking practices and trends.
- Excellent verbal and written communication in [X] language.
- [X] degree in Culinary or equivalent.



facebook.com/recruitee/

twitter.com/recruitee

linkedin.com/company/recruitee/

recruit.ee/tainnovators/

blog.recruitee.com/