

Breakfast Attendant

Job Description

The Breakfast Attendant is responsible primarily for setting up, maintaining and breaking down the complimentary breakfast and for maintaining the breakfast dining area. The Breakfast Attendant is responsible for making guests feel welcome, comfortable and well attended to at all times, serving of guests, e.g. pouring coffee, clearing tables, cleaning of dining and maintaining storage and breakfast supply inventories. Some baking skills required. Must be able to work independently.

Work hours are daily beginning at 6am. Length of shift and daily schedule is subject to variation based upon hotel occupancy and demand.

Physical requirements include the ability to work early hours, Medium work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, ability to multi task. Possess the ability to bend, stretch, twist or reach with your body and arms. Near Vision - The ability to see details at close range. Ability to stand for long periods of time without sitting or leaning. Must possess good communication skills; fluency in English preferred.

Breakfast Preparation

Staying organized and preparing thoroughly will make the rest of the breakfast shift go more smoothly.

The first thing you should do is make a pot of coffee. Since guests will often come to the kitchen before breakfast officially begins it is important to be prepared if they request coffee. You should then turn on the oven to pre-heat for the hot pastry dish to be served.

The breakfast staff can expect the night shift to have set the tables with glasses, coffee mugs, silverware, salt and pepper.

Fruit must be prepared to serve the number of people who will arrive for breakfast plus 1 or 2 extra servings in case someone asks for more or unexpectedly brings a friend or relative to breakfast.

You will also need to bake any baked goods for that morning and the egg dish / quiche/ frittata/ etc which we are serving.

Have coffee and juices ready to go along with cream and sugar.

Serving

Offering kind, prompt service is essential to keeping guests happy during breakfast. When guests arrive they should be asked to sit where they would like and serve coffee, juice and tea. Explain what we are serving for breakfast.

You should also explain and answer any questions guests might have and respond to special requests. When guests leave their table is cleaned right away.

Clean Up

Cleaning should be done throughout the breakfast shift so that it is not all left until the end. If all guests have eaten by 9:30 am breakfast should be cleaned up within the next hour. Washing dishes as they come into the kitchen and keeping the counters clean go a long way towards accomplishing this. Once all of the guests are finished eating you may begin to completely clear the tables. When the table is clear wipe it down with a wet rag. After the table has been wiped you must clean the dining room rug using the vacuum cleaner. The kitchen should be thoroughly cleaned with all dishes going into the dishwasher, or rinsed and set on the counter in front of the dishwasher if it is already full. The stove and counters should be wiped down thoroughly and the garbage should be emptied if completely full.