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| **UNIVERSITY OF MISSOURI SYSTEM** | **JOB DESCRIPTION** |
| **Global Title**: Waiter/Waitress | **Global Grade**:  |
| **Position Title**:       |  | **Last Updated**:       |
| **Job Code**: 9841 |  |  |

**Nature and Level of Work**

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| Seat, take food orders, deliver prepared food, and clean tables for customers in a non self-serve food service area. |

**Key Responsibilities**

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| * Seat customers, provide a menu, table service and water, etc.
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| * Take food orders from customers and relay order to food production staff for preparation. Deliver prepared food to customer at table.
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| * Total and present food bill to customer; receive or make changes in order for customer to pay for services.
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| * Pick up dishes and clean tables after customer leaves and prepare the area for future customers.
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| * Refill beverages and provide other items, in order to meet customer’s requests.
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| * May balance and count cash register or receipts in order to close register or restaurant.
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| * Perform other duties as assigned.
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**Supervision Received**

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| Under direct supervision, receives verbal and written instructions from a designated supervisor. |

**Supervision Exercised**

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| No supervision is exercised. |

**Qualifications**

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| * Ability to read and write English.
* Three months experience as a waiter or waitress.
* Possession of a Food Handlers’ Certificate or must obtain the certification within one month of hire
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