



THE FULLERTON
HOTELS AND RESORTS

THE FULLERTON BAY HOTEL
SINGAPORE

JOB DESCRIPTION

Department : Food & Beverage
Job Title : Trainee

SUMMARY

This position needs to be responsible for welcoming guests and working across several areas of Food & Beverage during your placement to deliver an excellent guest experience while managing guest queries.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- To ensure guests are greeted politely and food & beverage orders requested by the guests are served at the correct temperature within the correct time frame
- To anticipate guest's needs wherever possible and react to these to enhance guest's satisfaction
- Take and deliver customer orders, consistently demonstrating high levels of customer service
- Prepare set ups for tables and/or rooms
- Follow cash handling procedures
- Manage guest queries in a timely and efficient manner
- Up-sell the latest promotion
- Ensure compliance of Forbes standards
- Strive to achieve departmental targets
- Ensure cleanliness of work areas
- Perform any other duties assigned

REQUIREMENTS

- Able to work on rotating shifts including weekends and public holiday.
- Pleasant disposition with good interpersonal skills.
- Able to work in a fast-paced environment.

To apply for the above positions, please send your full resume to eleanor.lim@fullertonhotels.com