JOBS IN A RESTAURANT

Match the name of the job with its description.

busperson

pantry supervisor

kitchen helper

Audits guests’ checks; may compute daily cash intake, deposit money in bank, and maintain financial records.

Orders, receives, inspects, and stores all food for distribution to the different food departments.

Supervises salad, sandwich, and beverage workers.

bookkeeper Takes reservations. Welcomes and seats guests.

May present menu and introduce waitperson.

purchasing agent

and storeroom

supervisor

cashier

Assists the cooks, chefs, and bakers by performing supervised tasks.

Supervises and coordinates activities of dining room employees. May be responsible for scheduling hours and shifts, keeping employees’ time records, and assigning work stations.

host/hostess Clears the table, re-sets it with fresh linen and

eating utensils, fills water glasses.

captain Receives payment for food and beverages sold.

Study the possible Organization Chart of a restaurant.

It lays out the lines of communication and relationships between jobs in a restaurant. It also suggests lines of authority, responsibility, and accountabil-ity.

1. Discuss the following points: Who is responsible for what? Who reports to whom?

Who has authority for making what decisions? Who is accountable for what?

1. Complete the lowest boxes with the names of the main jobs in the given area.

**OWNERSHIP**

Accounting manager  General manager

Assistant managers

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| Chef/Kitchen manager | |  |  | Purchasing | | |  | Dining room manager | | | | | |  | Beverage manager | |
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| Kitchen | | | |  |  |  |  | Dining room | | | | | | | Lounge Bar | |
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