

Receptionist/Cashier

Luxury Restaurant

Location: Bibis Restaurant - Leeds LS1 – West Yorkshire

Hours: 40 hours per week (flexible including evenings & weekends) (Tuesday to Sunday)

Salary: £22,000pa based on experience (including tronc payments)

Bibis Italianissimo is a highly successful, well renowned restaurant and cocktail bar with a reputation for exceptional food, service and live music events.

This is an exciting opportunity for someone who is passionate about delivering a high level of customer service and who wants to work within a supportive and welcoming team.

As part of the reservations team at Bibis; communications and organisational skills are essential. You must be able to plan and prioritise and communicate effectively within your department as well as between the other departments at Bibis. You must possess exceptional numeracy skills and be fluent in spoken and written English. Goal driven, creative, passionate and extremely personable is our ideal candidate and everything else we can provide training for!

Responsibilities

- Meeting and greeting guests to Bibis and allocating tables
- Taking cash and credit card payments during and after service
- Cash handling and balancing cash sheets
- Taking bookings via phone and internet whilst maximising bookings
- Preparing table daily plan, ensuring smooth service
- Taking high volume, complex reservations
- Ability to work flexible hours including evenings & weekends
- Outstanding customer service, personal presentation and professionalism
- Ability to remain calm under pressure