[Your Name Surname]

[Suburb, City]
[07X XXX XXXX]
[you@email.com]
Languages: [English, isiZulu, Afrikaans, Sepedi, etc.]

Availability: [Weekdays 16:00–close, weekends full day, public holidays]
Notice period: [Immediate / 1 week / 2 weeks]

PROFILE

Friendly, fast and detail-focused waiter with [X] years' experience in [casual dining / fine dining / coffee shop / bar]. Confident handling busy services (up to [X] covers) while keeping orders accurate, tables clean and guests looked after. Comfortable with POS payments, split bills and upselling specials. Known for strong teamwork with kitchen and bar, and for arriving reliably for every shift.

KEY SKILLS

- Full table service: greeting, seating, order taking, running food, check-backs, bill-out
- POS and payments: card machine, cash handling, split bills, refunds, tip handling
- Menu knowledge: allergens, substitutions, specials, basic wine, beer and cocktail guidance
- Upselling: desserts, sides, add-ons, beverages, promotions
- Service under pressure: high volume, large tables, events, rush periods
- Customer care: complaint handling, calm communication, problem solving
- Hygiene and safety: cleaning routines, stock rotation basics, glass handling

POS SYSTEMS AND TOOLS

- [GAAP / Micros / Linga / Pilot / Other]: [basic / confident / advanced]
- Card machines: [Yoco / Nedbank / Standard Bank / other] (tap, swipe, insert)
- WhatsApp and phone bookings: taking reservations, confirming times, managing walk-ins

WORK EXPERIENCE

Waiter – [Restaurant Name], [City]
[Month Year] – [Month Year or Present]

- Handled a section of [X]–[X] tables per shift, balancing speed and guest experience.
- Took accurate orders, repeated key details back to guests and flagged allergens to the kitchen.
- Used [POS name] to place orders, send drinks to the bar, manage split bills and process payments.
- Upsold specials and add-ons (sides, desserts, premium drinks) while keeping recommendations honest.

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- Supported the team by running food, resetting tables fast and preparing for peak periods.
- Assisted with opening and closing duties: polishing cutlery, station prep, cleaning and cash-up support.

Waiter / Runner – [Restaurant or Café Name], [City]
[Month Year] – [Month Year]

- Worked busy weekend shifts and public holidays, making sure tables were turned quickly.
- Worked with the kitchen pass to run food quickly and confirm table numbers and extras.
- Learned menu and beverage basics and confidently answered guest questions.
- Kept service areas clean and followed hygiene standards for the dining room and station.

EDUCATION

National Senior Certificate (Matric) – [School Name], [Town/City], [Year]

Short courses

- [Food safety / Hygiene course] – [Provider], [Year]
- [Barista / Coffee basics] – [Provider], [Year]
- [Responsible alcohol service / In-house training] – [Provider], [Year]

REFERENCES

[Manager Name], [Title], [Restaurant]
[Cell number] · [Email]

[Supervisor Name], [Title], [Restaurant]
[Cell number] · [Email]

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