



Job Description Breakfast Service

Responsibilities:

- Set up the breakfast buffet in the morning
- In summer, uncover the terrace when the weather is dry (adjust the number of tables depending on the weather - set several tables when the weather is nice, set the tables as in the breakfast room)
- Preparation of drinks for guests (coffee, cocoa, milk)
- During breakfast, clear away the plates and cereal bowl that are no longer used
- Replenishment of food at the buffet
- Equipping the buffet with the cleaned dishes from the sink
- Constant presence in the breakfast room (for possible repeat orders by guests)
- Menu query for guests who have booked half board
- Forwarding of meal requests to the Lecher Stube
- Cover patio furniture with fur in sunny weather in winter
- Immediately after breakfast, decant, refill and put away the groceries
- Put all dishes in the sink for washing
- Keep the buffet clean
- Wet wipe and disinfect surfaces at the buffet
- Vacuum the floor in the buffet area
- Vacuum and dust breakfast rooms
- Min. Dust everything with a damp cloth twice a week
- Vacuum and wet wipe the floor in the office every day
- Wipe out the drawers in the office with groceries every day
- Wipe out all drawers with dishes in the office
- Wipe out all drawers and cupboards at the buffet once a week
- Daily cleaning of the coffee machine
- Daily cleaning of the cruets (salt, pepper and sugar)

- Regularly put fresh flowers in vases (for the buffet, in the corridor, in the reception and hall area)
- Change the water in the vases regularly
- Prepare flowers for guest tables and change water regularly
- Prepare candles for the birthday cake and birthday table + sing (all from the breakfast service + Nicole Walch)
- Walk through the house with open eyes (report various defects to the caretaker, change light bulbs or have them changed)
- If LST does not use the left dining room in the evening – reveal it for the next day (always agree with LST)
- Constant exchange of information with reception regarding guests with intolerances (e.g. gluten-free, lactose-free)
- Order various products if guests have allergies (always after consultation with Nicole Walch); gluten-free bread, lactose-free milk, yoghurt, cheese)
- Daily bread ordering online (1 person responsible and 2nd person when the other has the day off)