

Job description worksheet essay sample

[Business](#), [Marketing](#)



Conduct an interview with someone who has a career or job position that is different from your own. Identify the duties associated with his or her position, as well as any skills and abilities necessary for the position. Use the information gathered in the interview, as well as the Week 3 readings, to complete the following worksheet. Answer each question in paragraph format.

JOB ANALYSIS

1. What are the duties and job responsibilities associated with the position held by the individual you interviewed? The duties and responsibilities of a waiter are: attend to multiple customers by sitting them down, take detailed order from the customers, send the orders to the kitchen, pick up orders from the kitchen, serve customers refreshments first and their order in a timely manner, check on customer from time to time to make sure he is okay, collect payment from customer after they are done, and return all balance to the customer, thank the customer and attend to another customer.

2. What are the types of knowledge, skills, and abilities that are needed to successfully accomplish the job responsibilities?

A waiter needs to have active listening skills by giving full attention to what other customers are saying. They need to have service orientation, which is actively looking for ways to help people. They also need to have critical thinking, which is using logic and reasoning to identify alternative solutions in different food service scenarios. It is necessary to have satisfactory English Language skills. Sales and marketing skills are a plus (knowledge and

methods for showing, promoting, and selling products or services.) For waiters at certain restaurants it is also good to know about food production (knowledge of techniques and equipment for planting, growing, and harvesting food products for consumption, including storage/handling techniques.)

3. Does the position require any physical tasks? If so, describe the physical tasks and state their frequency. Is there any additional information about the job that would be beneficial to include in the job description?

Performing the duties of a waiter definitely requires more than moderate physical labor. They are walking back and forth to serve food or beverages customers. Waiters clean tables or counters after customers have finished dining. Waiters spend long periods of time standing on their feet, sweeping, mopping, moving chairs and tables, and lifting trays. This is done on every shift.

JOB DESCRIPTION

Compose a 350- to 500-word job description based on the data acquired in your interview.

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customer and attend to another customer. A waiter needs to have active listening skills by giving full attention to what other customers are saying.

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RECRUITING STRATEGIES

1. What are three recruiting strategies that could be used to recruit for this job position?
 - a)Employee referrals and recommendations
 - b)Advertisements (external search)
 - c)schools, colleges, universities (external search)

In 350- to 500-words, compare and contrast the recruiting strategies you have chosen. Which recruiting strategy would you use to recruit for this position? Why?

To recruit for a new waiter, employee referrals and recommendations, and external searches such as advertisements and recruiting at schools, colleges, or universities are all effective. The strategy that I would use would be going out to schools with college- aged students who are looking for work while they are in school and who need money. Students are good applicants because you know that they are educated. For this position, schools provide lower-level applicants who have not yet graduated with credentials that match the lower level job requirements. According to Fundamentals of Human Resource Management, “ most educational institutions operate placement services where prospective employers can review credentials and interview graduates.”

Another good recruiting strategy is through employee referrals and recommendations from current employees. An employee would not recommend someone unless they know that the individual can actually do the work and do it well. A recommendation reflects on the person who is doing the recommendation. Of course, the recommender wants to look good. He or she would not recommend someone with poor work habits. Therefore, the employer (trusting the judgment of the employee) would greatly consider the applicant. According to Fundamentals of Human Resource Management, “ the recommender often gives the applicant more realistic information about the job than could be conveyed through employment agencies or newspaper advertisements. This information reduces unrealistic expectations and increases job survival.”

Sometimes, an incentive for employee referrals is a monetary reward. The employer and the employee both benefit. Advertisements for waiters are typically placed in the newspaper or posted in the window of the restaurant. It announces to the public that there is a vacancy for the position and anyone is supposed to be able to apply without any discrimination. Advertisements will list the skills need for the job, pay rate, and instructions for applying. Some advertisements will tell the hours or shifts of the job. More professional jobs require higher skills and education. Sometimes blind box ads are used. Blind box ads are advertisements that does not identify the advertising organization. These are different from employee referrals or recruiting through schools because the applicant doesn't know very much about the place they are applying to. Do you ever wonder why you see the same ad all of the time in the paper? Sometimes it's because the organization may be " building a backlog of applicants, or to identify those current employees who are interested in finding a new position. Others place ads to satisfy affirmative action requirements when the final decision, for the greater part, has already been made." (Fundamentals of Human Resource Management)