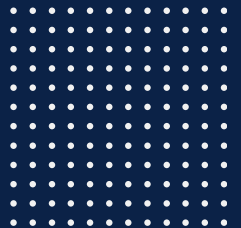


Counter Sales Executive

TOURISM & HOSPITALITY

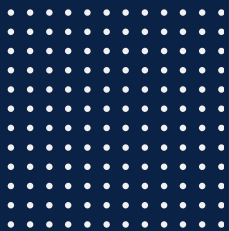


QP CODE: THC/Q2903

Sector: Tourism & Hospitality
Sub-Sector: Hotels/Restaurant
Occupation: Customer Service

NSQF LEVEL: 3.5





Brief Job Description

The individual at work receives guests, answers their queries, takes down their orders, handle online food and beverage orders, transfers orders to the kitchen, instructs the kitchen staff, serves guests, ensures timely delivery of the order to the customer and maintains the QSR as per organizational policy.

Applicable National Occupational Standards (NOS)

- **Set up & Maintain Sales Counter and Serve Guests**
- **Process Guest's Order**
- **Take Customer's Orders for Home Delivery**
- **Manage Administrative Work**
- **Maintain organisational confidentiality and respect guests' privacy**
- **Communicate effectively and maintain service standards**
- **Follow Health, Hygiene and Safety practices**
- **Employability Skills (60 Hours)**



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Training Partner: National Skill Development Corporation (NSDC)

Office 1 : 1799, Near Bus Stand, Mahan Singh Gate, Amritsar
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