

## MAITRE D' QUESTIONNAIRE

SW/HRD/QMD/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Assist the Club administrator in day to day running of the outlets and facilities to the set standard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Prepares the premises as directed by Club administrator. Includes requesting the ordering of stock and carrying out any necessary preparatory work prior to any function as directed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Attends functions to provide service to guests as required to the best possible manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Responsible for the security of soft beverages & refreshments and control of stock levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Discusses operational problems as well as suggestions to improve the club facilities with Club administrator.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Participates in minor clerical duties supporting the Club administrator as required. Ensures the upkeep of the signing-in (log book) at the reception for members and guests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Ensures adequate staff is available to different areas & services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Checks areas to ensure facilities are adequately cleaned and maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	Takes extra care of furnishing assets: sporting furniture, tables, chairs, linen, glassware, crockery, cutlery, service trays, cruet sets, menu, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Should be able to coordinate with other departments (cleaning staff, maintenance staff, accounts, kitchen, reception) and make sure that they are performing their tasks properly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	Performs periodical stock inventory of crockery, cutlery, linen, and glassware and submits the report to the Club administrator.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	Acts as club administrator in his absence including days off, leave period and long daily operating hours of the clubs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	Reports any maintenance fault on daily basis and raises work order for the approval of the superiors via Club administrator or during his absence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	Report any incidents to Club administrator such as damages or breakage, complaints from members, shortages of equipment/amenities or incidences of inappropriate behavior, unauthorized accesses or staff problems. Takes action as directed to resolve such situation.					
15.	Can performs any other related duties as assigned by the Club administrator.					