

ALVIN MUSAU NDUKU

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+254742618990

Current Address: Nairobi – Kenya

Dear Hiring Manager,

RE: JOB APPLICATION FOR THE POSITION OF A SERVER / WAITER

I am writing to express my interest in the Server position at your company. With a strong background in providing exceptional customer service and a genuine passion for hospitality, I am confident in my ability to contribute positively to your team and enhance the guest experience at your establishment.

With over six years of experience in fast-paced restaurant environments, I have developed the skills necessary to manage multiple tables efficiently, handle diverse customer needs, and maintain a friendly and professional demeanor under pressure. I take pride in creating a welcoming atmosphere for guests and ensuring that their dining experience is enjoyable from start to finish.

In my previous roles at, I consistently received positive feedback from customers and management for my attention to detail, teamwork, and ability to upsell menu items. I am also experienced in handling POS systems, maintaining cleanliness standards, and complying with food safety guidelines.

Thank you for considering my application. I welcome the opportunity to discuss how my background and enthusiasm for the food service industry align with your team's goals. I am available for an interview at your convenience.

Sincerely,

Alvin Musau Nduku



Tel : +254742618990
Email: alvinnduku1409@gmail.com

Nationality : Kenyan
Gender : Male
Year of Birth : 1999

KEY SKILLS

- Ability to handle complaints calmly
- Ability to manage multiple tables
- Ability to stand and walk for long hours
- Accurate order taking and food delivery
- Active listening and attentiveness
- Adaptability in dynamic work environments
- Attention to detail in order accuracy
- Carrying heavy trays and moving quickly in busy areas
- Compliance with food safety and hygiene
- Excellent communication skills
- Familiarity with POS systems
- Fast-paced problem-solving under pressure
- Friendly and approachable demeanor
- Knowledge of menu items, ingredients, and dietary restrictions
- Positive attitude and strong work ethic
- Punctuality and reliability
- Strong collaboration with kitchen and front-of-house staff
- Strong time management and prioritization
- Upselling and suggestive selling skills

LANGUAGE SKILLS

- English
- Swahili

INTERESTS

- Socializing
- Travelling
- Reading

REFEREES

I have over five years of work experience in the service industry having worked as a server in hotels and restaurants. Details about my referees are readily available upon request.

ALVIN MUSAU NDUKU

SERVER/WAITER

PROFILE AND CAREER OBJECTIVE

Dedicated and personable restaurant server with over six years of experience delivering exceptional customer service in fast-paced dining environments. Skilled in managing multiple tables, accurately taking and delivering orders, and maintaining a warm and welcoming atmosphere for guests. Proven ability to upsell menu items, handle customer concerns with professionalism, and collaborate effectively with kitchen and front-of-house staff. Committed to ensuring a positive dining experience that promotes repeat business and enhances restaurant reputation.

WORK EXPERIENCE

2021 – 2025 : Fahari Bliss Restaurant – Nairobi, Kenya

Position : Server

Duties & Responsibilities

- Accurately handle billing, change, and receipts.
- Accurately recording food and beverage orders.
- Assisting in managing the dining area during busy shifts.
- Balance cash drawer or payment system at end of shift.
- Communicating special requests or concerns clearly.
- Delivering orders to tables in a timely and professional manner.
- Ensuring adherence to health, safety, and alcohol-serving regulations.
- Helping track front-of-house supplies like condiments, utensils, or menus.
- Offering feedback to management on service flow or customer preferences.
- Promoting specials or high-margin items to increase sales.
- Provide timely updates on order status, delays, or unavailable items.
- Recommending dishes and answering questions about ingredients
- Welcoming customers promptly and courteously.

2018 – 2020 : Comfy Inn Hotel – Eldoret, Kenya

Position : Waiter

Duties & Responsibilities

- Take accurate food and beverage orders.
- Serve food and beverages to guests.
- Remembering regular guests and providing personalized service.
- Relay orders to the kitchen and bar staff.
- Present checks and process payments (cash, card, mobile apps).
- Monitor table progress to ensure timely service.
- Greet guests warmly upon arrival.
- Escort customers to tables and present menus.
- Delivering orders to tables in a timely and professional manner.
- Coordinating special events, group seating, and timing.
- Check in during meals to ensure satisfaction and address any issues.
- Answer questions about menu items, specials, and promotions.

EDUCATION HISTORY

2017 : Eldoret University College – Kenya

Course : Certificate in Information and Technology

Award : Certificate

2013 – 2016 : Tututha Secondary School – Kenya

Course : Kenya Certificate of Secondary Education

Award : High School Diploma

