

Job Title: Server
Reports To: Vice President of Hospitality
FLSA Status: Nonexempt: Part-Time, Hourly

The Server is responsible for the set up and preparation of the dining room, providing the highest standards of service to guests and the breakdown/reset of the dining room after times of service.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs tasks as outlined in the opening checklist upon shift arrival
- Performs tasks as outlined in the daily procedures checklist for daily instructions
- Performs tasks as outlined in the closing checklist prior to shift end
- Follows and practices all steps of the server training manual daily
- Informs guests of specials and menu changes
- Delivers food and beverages from the kitchen to guests in a timely manner
- Monitors and observes guests' dining experience. Ensures guests are satisfied with the food and service. Responds promptly and courteously to any requests. Assures that efficient, effective, courteous service is rendered at all times.
- Assists fellow servers as situations arise or during a rush time.
- Maintains clean service areas.
- Practices sanitation guidelines at all times.
- Thank guests for their visit and invite them to return.
- Responsible for the linen and tableware set-up and tear-down for events as directed by the Dining Services Manager/Banquet Captain
- Attends all meetings as scheduled by the Dining Services Manager or Restaurant Supervisor/Banquet Captain.
- Performs other tasks as assigned by the Dining Services Manager/Banquet Captain.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive attitude
- Enjoy working with the public
- Professional appearance (must follow dress code)

- A team player with strong work ethic
- Ability to follow written and verbal instructions from supervisor
- Ability to communicate/understand English
- Ability to work rapidly and calmly during rush periods
- Must have good time-management skills
- Must be an active listener by giving complete attention to what other people are saying, ask appropriate questions, and do not interrupt guests or others at inappropriate times.
- Basic math skills and ability to handle money

Education And/Or Experience

High school equivalent is preferred but not necessary.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant walking and standing; frequent bending, stooping and reaching
- Occasionally move/transport food service items and small kitchen equipment weighing up to 50 pounds with the ability to push or pull more than 50 pounds.
- Ability to work in a fast paced environment
- Strong sensory skills, such as good eyesight, good hearing and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines and phones

Other Requirements

Position may require some evening and weekend hours.

Responsibilities are subject to change and increase as the position evolves