

Job Title: **Server**

Reports To: **Food & Beverage Manager**

Prepared Date: **7/3/12**

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### Position Summary

This position is responsible for greeting, taking orders, and serving food and beverages in a professional and efficient manner, as well as providing the same service on the on-course beverage cart.

### General Duties and Responsibilities

- Prior to service, ensures tables are set and stations are adequately stocked and organized.
- Meets, greets and welcomes guests.
- Maintains knowledge of menu items.
- Provides guests with menu suggestions and answers questions.
- Accurately orders food and beverages, expedites orders and expedites guest check settlements in the designated POS system.
- Cleans tables, empties trash and cleans dining area as set forth by management.
- Is aware of and promotes specials and the availability of menu items.
- Reports all guest complaints to supervisor immediately: communicates overall feedback to supervisor periodically.
- Maintains all serving areas and stations in a clean and organized manner.
- Assists team members, as needed, to maximize efficiency and service levels.
- Responsible for cooking and prepping food to include cutting ingredients, following recipes, operating a flat top grill and a fryer.
- Maintains a clean and safe kitchen environment to include: washing dishes, cleaning kitchen equipment and grill hood, mopping and sweeping floors, changing fryer oil and vacuuming.
- Responsible for properly labeling and tracking food for proper rotation and proper disposal of spoiled food.
- Receive food and beverage orders and verify that we receive what was ordered and that it matches the invoice.
- Completes other tasks/duties as assigned.

### Supervisory Responsibilities

- Not applicable

### Requirements

- High school degree or equivalent.
- Previous food and beverage/restaurant experience preferred.
- Must be of legal age, according to state regulations, to serve alcohol.
- Previous customer service experience.

### Physical Demands

#### Physical Activity & Work Environment

Not Applicable

Less than 50%

More than 50%

- Sitting
- Walking
- Standing
- Using hands/fingers to feel or handle items
- Reaching, pushing or pulling with arms/hands
- Climbing
- Balancing
- Kneeling, crawling, or crouching

- Talking or hearing
- Tasting or smelling
- Lifting, moving or exerting force of up to 10 lbs.
- Lifting, moving or exerting force of up to 25 lbs.
- Lifting, moving or exerting force of up to 50 lbs.
- Lifting, moving or exerting force of up to 100 lbs.
- Lifting, moving or exerting force of more than 100 lbs.
- Seeing up close
- Seeing long distances
- Seeing color
- Use of peripheral vision
- Perceiving depth
- Adjusting and focusing vision
- Working outdoors in inclement weather – extreme hot
- Working outdoors in inclement weather – extreme cold
- Working indoors in an office environment
- Working in high places
- Working near moving mechanical parts and machines
- Working in wet/humid conditions that are not weather related
- Working in extreme cold conditions that are not weather related
- Working in extreme hot conditions that are not weather related
- Working with airborne particles or fumes
- Working with toxic or caustic chemicals or agents
- Working with explosives
- Working in an area with a risk of exposure to radiation
- Working in an area with a risk of exposure to electrocution
- Exposure to vibration
- Working in a loud environment