

JOB DESCRIPTION

Server

REPORTING RELATIONSHIP

Reports to Restaurant Manager

JOB SUMMARY (ESSENTIAL FUNCTIONS)

Provide food and beverage service to club members and guests.

TASKS AND DUTIES

1. Sets up side station and performs assigned side (prep) work.
2. Provides immediate attention to all members and guests upon seating.
3. Distributes food and wine menus; answers questions.
4. If local water conservation laws permit, fills glasses with ice water; answers questions and suggests menu items.
5. Takes members' and guests' orders; suggestively sells food and beverage items, if appropriate.
6. Places orders with kitchen; informs cooks about any special cooking instructions.
7. Assembles food on tray; procures items from each station as necessary.
8. Serves meals; places dishes by courses in front of each person.
9. Checks back to ensure members and guest satisfaction; replenishes water and butter as necessary.
10. Removes soiled dishes.
11. Presents dessert menus, suggests and serves dessert, coffee and after dinner drinks.
12. Verifies accuracy of prices, state and federal taxes, tips and other charges on all checks.
13. Presents the bill.
14. Handles all cash and credit card charges as prescribed by standard operating procedures.
15. Keeps tables, dining room and bus station areas clean.
16. Advises supervisor of any complaints as soon as they occur.
17. Performs clean-up and closing duties as assigned by manager.
18. Attends pre-meal meetings as requested by the dining room captain (dining room supervisor, dining room manager and outlet manager).
19. Turns in signed tip declaration form weekly.
20. Thanks members and guests; invites them to return.
21. Consistently follows local and state laws and the club's policies and procedures for the service of alcoholic beverages to members and guests.
22. Performs other appropriate duties assigned by dining room or outlet manager.

SUPERVISES

Bus Person
