

## Server

**Reports to:** Restaurant Manager/Manager on Duty

**Supervises:** No supervisory duties included in this position

**Classification:** Non Exempt

**Experience.**

- Two years of comparable wait service experience preferred.

**Job Knowledge, Core Competencies and Expectations**

- Greet and acknowledge members and guests.
- Ability to learn and be able to work on Point of Sale system.
- Is knowledgeable about the menu, special buffets and wine list.
- Ability to time the service of each course.
- Learns members' names and their special preferences.
- Knowledge of wines and spirits.
- Knowledge of all order on arrival menu items, preparation methods, ingredients, garnishes and wine list.
- Ability to execute all service types (i.e., Russian, French, American, buffet, etc.).
- Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

**Job Summary (Essential Functions)**

Provide food and beverage service to club members and guests.

**Job Tasks/Duties for A La Carte Dining**

- Sets up side station and performs assigned side (prep) work.
- Provides immediate attention to all members and guests upon seating.
- Works on Point of Sale system.
- Makes sure that children are in the appropriate type of seat and are safe and secure.
- Distributes food menus and wine list(s); answers questions.
- Takes cocktail orders, presents menus, suggests menu items and answers questions.
- Ensure that the correct account numbers and names are given for billing.
- Efficiently serves food and drinks in a friendly and courteous manner, offers suggestions on daily specials and wine selections.
- Places orders with kitchen; informs kitchen about any special cooking instructions and/or allergies.
- Procures items from each station (i.e. soup, salads, etc) as necessary.
- Serves meals; places dishes by courses in front of each person.
- Checks back to ensure member and guest satisfaction; replenishes water, butter and any other items as necessary.
- Removes soiled dishes. Clears tables after each course and resets them with appropriate silverware.
- Presents dessert menus, suggests and serves dessert, coffee and after-dinner drinks.
- Verifies accuracy of prices and/or other charges on all chits.
- Keeps dining room and bus station areas clean.
- Clears and cleans tables that have been vacated.
- Advises supervisor of any complaints as soon as they occur.
- Performs clean-up and closing duties as assigned.
- Attends pre-meal/shift meetings.
- Thanks members and guests; invites them to return.
- Consistently follows local and state laws and the club's policies and procedures for the service of alcoholic beverages to members and guests.
- Performs other appropriate duties assigned.

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**Job Tasks/Duties for Banquet Service**

- Performs related banquet set-up tasks.

- Provides immediate attention to all members and guests upon seating them.
- Takes beverage orders and serves food in specified station.
- Pours and refills wine, coffee, water and other beverages served with and after the meal.
- Clears soiled dishes as needed.
- Cleans all assigned work areas in kitchen and banquet areas.
- Advises supervisor of any member or guest complaints as soon as they occur.
- Assists in closing functions such as removing linen, bussing glasses, dishes, silverware, etc., and re-setting the room for next function.
- Attends staff meetings including pre-service sessions.
- Consistently follows all food safety-related requirements.
- Completes other appropriate assignments made by the event supervisor.
- Handles all cash (cash bars) as prescribed by standard operating procedures.

#### **Job Tasks/Duties for Pool service**

- Take food and drink orders on pool deck
- Maintain cleanliness of pool area
- Assist Cabana Bartender
- Assist with pool operations

#### **Licenses and Special Requirements**

- Food safety certification.
- Of legal age to serve alcoholic beverages.
- Alcoholic beverage certification.
- Sexual Harassment Prevention training.

#### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.