

I. Position

Beverage Server (2.28)

II. Related Titles

Server; Waiter/Waitress

III. Essential Functions

Provide beverage service to club members and guests.

IV. Additional Responsibilities

1. Performs pre- and post-work shift duties
2. Provides immediate attention to all members and guests upon seating
3. Distributes menus, if applicable
4. Takes beverage orders
5. Places order with the Bartender
6. May ice glasses, add garnishes or other ingredients
7. Places beverages on tray; delivers to members/guests
8. Serves beverages
9. Checks back to ensure members'/guests' satisfaction
10. Removes empty glasses; cleans tables as required
11. Consistently follows all revenue control procedures
12. Verifies accuracy of prices, state and federal taxes, tips and/or other charges on all bills
13. Presents bills to members/guests
14. Handles all cash, credit card and member charges as prescribed by standard operating procedures
15. Keeps assigned tables, lounge and bus station and other areas clean
16. Advises supervisor of complaints as they occur
17. Attends staff meetings as required
18. Consistently complies with all state, local and club laws/policies relating to the service of alcohol

V. Reports to

Beverage Manager

VI. Supervises

No supervisory duties are included in this position