

I. Position

Food Server (2.36)

II. Related Titles

Server; Waiter/Waitress

III. Job Summary

Provide food and beverage service to club members and guests.

IV. Job Tasks (Duties)

1. Sets up side station and performs assigned side work
2. Provides immediate attention to all members/guests upon seating
3. Distributes menus
4. If local water conservation laws permit, fills glasses with ice water; answers questions and suggests menu items
5. Takes members'/guests' orders
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 meal; places dishes by courses in front of each person
9. Checks back to ensure member/guest satisfaction; replenishes water and butter as necessary
10. Removes soiled dishes
11. 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 Captain (Dining Room Supervisor or Dining Room Manager)
19. Turns in signed tip declaration form weekly

V. Reports to

Captain (Dining Room Supervisor)

VI. Supervises

Bus Person