



<b>Job title</b>	<i>Temporary Part-Time Server</i>
<b>Reports to</b>	<i>Banquet Supervisor</i>

### **Job purpose**

Provide food and beverage service to club members and guests.

### **Duties and responsibilities**

- Performs assigned side (prep) work and banquet set up tasks.
- Provides immediate attention to all members and guests upon seating.
- Distributes food and wine menus; answers questions.
- If local water conservation laws permit, fills glasses with ice water; answers questions and suggests menu items.
- Takes members' and guests' orders; suggestively sells food and beverage items, if appropriate.
- Places orders with kitchen; informs cooks about any special cooking instructions.
- Assembles food on tray; procures items from each station as necessary.
- Serves meals; places dishes by courses in front of each person.
- Checks back to ensure member and guest satisfaction; replenishes water and butter as necessary.
- Removes soiled dishes.
- Presents dessert menus, suggests and serves dessert, coffee and after-dinner drinks.
- Verifies accuracy of prices, state and federal taxes, tips and other charges on all checks.
- Presents the member bill for review and signature.
- Keeps tables, dining room and bus station areas clean.
- Advises supervisor of any complaints as soon as they occur.
- Performs clean-up and closing duties as assigned by manager.
- Attends pre-shift meetings as requested.
- 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 by the Banquet Supervisor.

### **Minimum Qualifications**

- One year serving experience or two years hostess experience.

### **Skills Requirements**

- Cheerfully greets and respectfully treats all members, staff and guests.

### **Physical requirements**

Job requires standing and walking for extended periods of time. Use hands to touch, handle or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds.

### **Direct reports**

None.