

Sample Job Description – Server

Reporting Relationships

Position reports to: General manager and managers
Subordinate Staff: None

Basic Functions:

Serves guests quickly, efficiently and with complete knowledge of food and beverage menus. Offers superior customer service and maintains station in a clean and orderly manner throughout shift.

Essential Functions:

1. Warmly greets and acknowledges guests upon arrival.
 2. Effectively merchandises food and beverage menus in an informative, friendly and enthusiastic manner.
 3. Polishes all silverware and glassware used for service.
 4. Accurately takes guest orders.
 5. Cleans, stocks, and maintains the workstations throughout shift.
 6. Follows all safety and sanitation policies.
 7. Correctly and precisely calculates each guest check.
 8. Performs additional responsibilities, although not detailed, as requested by a manager at any time.
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Qualifications

Knowledge

1. High school diploma and prior experience in a restaurant.
2. Basic math skills.
3. Understanding of federal, state, and local liquor laws.

Skills/Aptitudes

1. English language and professional communications skills are required.
2. Ability to take direction.
3. Ability to work in a team environment.
4. Ability to work calmly and effectively under pressure.
5. Must have problem solving abilities, be self-motivated, and organized.
6. Commitment to quality service, and food and beverage knowledge.

Level

Must be able to work under moderate supervision.

Non-Essential Duties and Functions

Use of a point of sale system.

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