

Job Title: Server

Department: The Samuel Elbert Hotel

Supervisors Title: General Manager

Date of Revision: 2/2020

Job Summary:

A food server is responsible for ensuring the tables are clean and tidy when guests arrive, presenting menus and serving food and beverages.

This person requires a friendly, highly self-motivated individual who can work with minimal supervision.

Examples of Work: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties can be required and assigned.*

- Prepare restaurant tables with special attention to sanitation and order
- Present restaurant menus and help customers select food/beverages
- Take and serve orders
- Answer questions or make recommendations for complementary products
- Collaborate with other servers and kitchen/bar staff
- Issue bills and accept payment, if required

Desirable Knowledge, Skills, and Ability:

- Proven restaurant serving or waiting on tables experience and hands-on experience in cashier duties.
- Excellent people skills and be trustworthy.
- Ability to work in a fast-paced work environment and deliver orders in a timely manner.

Minimum Qualifications/Training and Experience Requirements:

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for this job title. Other training or experience, if evaluated as equivalent, may qualify an applicant for a job of this title.

High School Diploma (equivalent or currently enrolled in school).