

Servers Tasks & Responsibilities

- Prepare room for dining by clothing tables and setting decorations, condiments, candles, napkins, service plates and utensils
- Protect establishment and guests by adhering to sanitation, safety and alcohol beverage control policies
- Help guests select food and beverages by presenting menu; offering cocktails; suggesting courses; explaining the chef's specialties; identifying appropriate wines; answering food preparation questions
- Extensive knowledge of the menu, where menu items come from, what makes them sustainable.
- Extensive knowledge of wine menu and paring of wine with menu items.
- Stay updated on current menu choices, specialties and menu deviations, knowing if the kitchen staff is running out of any items, etc.
- Transmit orders to bar and kitchen by recording guests choices; identifying patrons' special dietary needs and special requests
- Keep kitchen staff informed by noting timing of meal progression
- Serve orders by picking up and delivering guests choices from bar and kitchen; delivering accompaniments and condiments from service bars
- Respond to additional guests requirements by inquiring of needs; observing the dining process
- Creates cocktails, our and serve beer and wine
- 2 min/2 bite quality check on all courses

- Maintain table setting by removing courses as completed; replenishing utensils; refilling water glasses; being alert to patron spills or other special needs
- Properly open and pour wine at the table side
- Conclude dining experience by acknowledging choice of restaurant; inviting guests to return
- Obtain revenues by totaling charges; issuing bill; accepting payment; delivering bill and payment to host; returning change or credit card and signature slip to guests
- Contribute to team effort by accomplishing related results as needed
- Provide welcoming phone greeting and following Guest ordering procedures
- Perform basic cleaning tasks as needed or directed by supervisor
- Fill in for absent staff as needed
- Assist with special events both on and off site as needed
- Adhere to grooming and appearance standards consistently
- Promptly address customer service issues and refer customers to management when necessary
- Previous serving experience required
- Smart Serve and Food Safety certified