



## Beverage and Food Server

**Job Summary:** Provides the highest level of food service possible in an efficient, courteous, and professional manner to ensure a positive guest dining experience. Accurately, processes guest orders to ensure that all items are prepared properly and on a timely basis.

### **Job Duties:**

- Welcome and greet guests with a warm friendly smile. Informs guests of specials and menu changes, makes suggestions and answers questions regarding food, beverages, and service.
- Processes guests' orders and ensures all items are prepared properly and in a timely manner. Communicates with host/hostess, bus persons, and kitchen staff to ensure guest satisfaction with the food and service.
- Observes diners to ensure guests are satisfied with the food and service, and respond to any additional requests.
- Clears and resets table at the end of each course or upon completion of the meal.
- Prepares guest checks that itemize and total meal costs and sales tax.
- Follows food safety and handling procedures and compliance regulations as outlined by hotel standards and Federal, State, and Local laws.
- Adheres to all hotel safety and security policies and procedures as outlined by hotel standards
- Maintains superior standards of quality, service, and cleanliness in the restaurant and service area. Consistently maintains a neat, organized and clean workspace and uniform.
- Performs other duties as assigned or as needed such as cashier duties.

### **Qualifications:**

- Demonstrate friendly, professional service to guests.
- Must have or be able to obtain current food handling licenses/permits and maintain such licenses/permits.
- Strong communication, organization, and problem-solving skills.
- Knowledge of basic math.
- Willing to work a flexible schedule, including weekends and holidays
- Preference will be given to those with the following abilities:
  - operate cash register.
  - multi-task and be detailed oriented.
  - work well under pressure in a fast-paced environment.