



Job Description

Job Title:	Server
Department:	Food & Beverage
Reports To:	Food & Beverage Manager
FLSA Status:	Hourly, Non-exempt

Email resumes to: HR@stonebrae.com

SUMMARY

Serves meals and beverages to patrons following standard recipes in a courteous and friendly manner. Must have one year previous experience

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Welcome and greet guests. Make all our guests feel comfortable and let them know you're there to personally take care of them.
- Inform guests of specials and menu changes.
- Make recommendations you genuinely feel your guests will enjoy.
- Answer questions about our food, beverages and other restaurant functions and services.
- Take food and beverage orders from guests, enter orders in our point-of-sale system which relays orders to the kitchen and bar.
- Deliver food and beverages from kitchen and bar to guests in a timely manner.
- Perform side work at the start and end of each shift as required by service station assignment.
- Maintain clean service areas.
- Monitor and observe guests dining experience. Ensure guests are satisfied with the food and service. Respond promptly and courteously to any requests.
- Prepare final bill, present check to guest, accept payment, process credit card charges or make change (if applicable).
- Be ready and willing to assist fellow servers as situations arise.
- Observes all requirements and restrictions set forth by the state and the Management Group for alcoholic beverage control.
- Knows and adheres to state and local liquor laws (checks ID's and verifies age requirement for alcoholic purchases).
- Reports to management any concerns regarding alcohol consumption by a customer.
- Acts as own bartender (when/if necessary).
- Knows all liquor, beer and wine brands offered as well as all recipes, garnishes and appropriate glassware.
- Ladles soup, "tosses" salads, portions pies and desserts, brews coffee/tea and performs other services.
- Stocks bar based on par levels.
- Retains working knowledge of menus, alcohol policies and key golf information.
- Garnishes and decorates dishes prior to serving (when/if necessary).
- Thank guests for their visit and invite them to return.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- If performing the function of serving alcoholic beverages, must be 21 years of age or older
- Knowledge of a variety of alcoholic beverages and ability to prepare them (See qualification #1)
- Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence as well.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent
- Ability to apply common sense understanding in order to carry out instructions furnished in written, oral or diagram form.

EDUCATION and/or EXPERIENCE

- 1-3 months related experience and/or training
or
- Equivalent combination of education and experience
- High School Diploma or GED preferred

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak one-on-one effectively to internal and external customers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This job has no requirements.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.