



## Career Position Description

**Title: SERVER**

**Reports to: General Manager/ Assistant Managers**

### Summary of Position:

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Provide friendly, responsive service to create an exceptional dining experience for all of our guests. Each server's primary objective is to show our guests such a marvelous time, they will want to return again and again.

### Duties & Responsibilities:

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- 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 matter.
- 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.
- Be ready and willing to assist busperson with clearing and resetting tables.
- 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.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Performs other related duties as assigned by the Kitchen Manager or manager-on-duty.

### **Qualifications:**

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- Be able to communicate clearly and effectively.
- Must have a basic knowledge of dining room and service procedures and functions.
- Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- Be able to work in a standing position for long periods of time.
- Be able to safely lift and easily maneuver trays of food frequently weighing up to 20 to 25 pounds.

The statements contained herein reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the general scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load, gain additional experience to further the individual's professional development.

### **Equal Opportunity Employer**

It is Bill's By The Beach's policy to recruit, hire, train, and promote in all job titles without regard to race, color, religion, sex, gender, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law.