

Job Description – Server

Job Title: Server
Last Updated: January 14, 2020
Status & Salary: Non-Exempt, Hourly.

Responsibilities

- Take food and drink orders from customers accurately and with a positive attitude.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Engage with customers in a friendly manner.
- Knowledge of the menu, with the ability to make suggestions.
- Ensure tables are enjoying their meals and take action to correct any problems.
- Collect payments from tables.
- Prepare checks that itemize and total meal costs and sales taxes.
- Help food preparation staff when necessary.

Knowledge, Skills & Abilities

- Experience providing excellent customer service in a fast-paced environment.
- A positive attitude and ability work well under pressure with bussers, cooks and other staff.
- Able to perform high-quality work while unsupervised.
- Able to handle money accurately and operate a point-of-sale system.
- High school diploma.
- Ability to work in a fast-paced work environment and deliver orders in a timely manner.
- Exceptional interpersonal skills which positively benefit interaction with internal and external clientele.
- Ability to exercise good judgment and self-control.
- Good comprehension and communication skills, with the ability to listen to and understand information and ideas presented through verbal communication.
- Enthusiasm, good attitude, trustworthiness, personal integrity, and honesty.
- Must be detail oriented, able to plan, prioritize, and meet deadlines in a fast-paced environment.
- Demonstrated ability to operate safely in the workplace
- Ability to work autonomously and understand when a superior should be involved in decision making.
- Reliable, including good time-keeping skills on the job.

Qualifications

- High school diploma or educational equivalent.
- Access to reliable transportation.
- Able to understand and communicate well in English

- Ability to successfully pass a background check and other pre-employment screening (as applicable for your role)

EMPLOYEE ACKNOWLEDGMENT

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Signed