



## **FOOD AND BEVERAGE SERVER**

### **OBJECTIVE:**

The main function of the Food and Beverage Server is to provide the guest with a personable, knowledgeable and efficient service of all food and beverage items. We strive to exceed the expectations of our members and guests. We do everything we can to entertain and serve each member one at a time, making them feel as though we are here just for them.

### **Duties and Responsibilities:**

- To efficiently serve food and drinks in a friendly and courteous manner. To follow the service sequence and standards of the club, according to the training manual.
- To take food and beverage orders and be able to communicate both verbally and in writing the content of the orders with co-workers
- To have complete knowledge of all menu items including preparations of those items
- To assure that food and drink preparation and presentation are proper throughout the guests' dining experience
- To be knowledgeable in all liquor and wine service
- To ensure proper set-up and maintenance of the bussing station, tables and common areas throughout the dining room and bar.
- To ensure efficient set set-ups for bussing stations, including silverware, china, sugar, creamers, tea, box, ice tea, coffee. Always prepare for according to reservation sheets.
- To ensure that all silverware, glasses, B&B are polished and set according to club standards
- Knowledge of and adherence to all uniform requirements; to be professional in both appearance and manner at all times
- To fold napkins, polish B&B and prepare sections according to food service. Ex. Lunch, Dinner, Happy Hour
- Knowledge of Respect for the adherence to all staff privileges and responsibilities
- Adherence to schedules and attendance at all staff meetings
- To be prepared to greet guest in the absence of the manager. Guests are to be seated when approaching the podium.
- To work well as a team member with the entire club staff
- To be aware of all state laws pertaining to the sale and service of liquor and alcoholic beverage