

## Job Description

**Job Title:** Server  
**Job Code:** 60  
**Employee Name:**  
**Department:** The Grill  
**Location:** The Grill @ Pine Mountain Lake  
**Reports To:** Dining Room Captain  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 5/25/18 sm

### SUMMARY

Performs wait staff responsibilities in preparing the dining room and patron services by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Greets all guests in a professional, courteous, and prompt manner
- Enters in guests orders timely and accurately
- Serves beverages and meals to guests
- Cash and credit card handling responsibilities
- May be responsible for clearing and resetting table for next guest
- Fold napkins, replenish supplies and cleans wait stations
- Maintains a clean work area by dusting furniture, wiping down booths, chairs and windows
- Moves tables in dining area to accommodate large groups or banquets
- Works well with other employees such as bartenders, busses, host/hostess and kitchen
- Performs opening and closing duties
- Works well under pressure
- Regular, punctual attendance is required
- Other duties may be assigned

### 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.

### EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience. Must be minimum of 18 years of age to serve alcoholic beverages in dining room food service area.

### LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

### MATHEMATICAL SKILLS

Ability to add and subtract two or three digit numbers and to multiply and divide. Ability to perform these operations using units of American money.

### REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

ServSafe Food Handler certification

## **OTHER SKILLS AND ABILITIES**

Ability to operate specific equipment associated with food and bar services.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to climb or balance and to stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.