Food Server Job Description

I. Position
Food Server (2.33)

II. Related Titles
Server, Waiter or Waitress; (Name of) Outlet Server; (Name of) Outlet Assistant; Food and Beverage Server

III. Job Summary (Essential Functions)
Provide food and beverage service to club members and guests.

IV. Job Tasks (Additional Responsibilities)
1. Sets up side station and performs assigned side (prep) work.
2. Provides immediate attention to all members and guests upon seating.
3. Distributes food and wine menus; answers questions.
4. If local water conservation laws permit, fills glasses with ice water; answers questions and suggests menu items.
5. Takes members’ and guests’ orders; suggestively sells food and beverage items, if appropriate.
6. Places orders with kitchen; informs cooks about any special cooking instructions.
7. Assembles food on tray; procures items from each station as necessary.
8. Serves meals; places dishes by courses in front of each person.
9. Checks back to ensure member and guest satisfaction; replenishes water and butter as necessary.
10. Removes soiled dishes.
11. Presents dessert menus, suggests and serves dessert, coffee and after-dinner drinks.
12. Verifies accuracy of prices, state and federal taxes, tips and other charges on all checks.
13. Presents the bill.
14. Handles all cash and credit card charges as prescribed by standard operating procedures.
15. Keeps tables, dining room and bus station areas clean.
16. Advises supervisor of any complaints as soon as they occur.
17. Performs clean-up and closing duties as assigned by manager.
18. Attends pre-meal meetings as requested by the dining room captain (dining room supervisor, dining room manager or outlet manager).
19. Turns in signed tip declaration form weekly.
20. Thanks members and guests; invites them to return.
21. Consistently follows local and state laws and the club’s policies and procedures for the service of alcoholic beverages to members and guests.
22. Performs other appropriate duties assigned by dining room or outlet manager.

V. Reports to
Dining Room Captain (Dining Room Manager or Supervisor; Outlet Manager)

VI. Supervises
Bus Person

The Club is EOE and DFWP.
Beverage Server Job Description

I. Position
Beverage Server (2.26)

II. Related Titles
Server; Waiter or Waitress; Cocktail Server

III. Job Summary (Essential Functions)
Provide beverage service to club members and guests.

IV. Job Tasks (Additional Responsibilities)
1. Performs pre- and post-work shift duties.
2. Provides immediate attention to all members and guests upon seating.
3. Distributes menus, if applicable.
4. Takes beverage orders; suggestively sells drinks as appropriate.
5. Places order with the bartender.
6. May ice glasses, add garnishes or other ingredients.
7. Places beverages on tray; delivers to members and guests.
8. Serves beverages.
9. Checks back to ensure satisfaction of members and guests.
10. Removes empty glasses; cleans tables as required.
11. Consistently follows all revenue control procedures.
12. Verifies accuracy of prices, state and federal taxes, tips and other charges on all bills.
13. Presents bills to members and guests.
14. Handles all cash, credit card and member charges as prescribed by standard operating procedures.
15. Keeps assigned tables, lounge and bus station and other areas clean.
16. Advises supervisor of complaints as they occur.
17. Attends staff meetings including pre-shift (line-up) sessions as required.
18. Consistently complies with all state, local and club laws and policies relating to the service of alcohol; informs manager if service to a member or guest is questionable.
19. Thanks members and guests; invites them to return.
20. Consistently follows all proper sanitation practices, including those related to personal hygiene.
21. Completes other appropriate assignments as requested by the beverage manager.

V. Reports to
Beverage Manager

VI. Supervises
No supervisory duties are included in this position.

The Club is EOE and DFWP.
Banquet Server Job Description

I. Position
Banquet Server (2.30)

II. Related Titles
Food Server (see 2.33)

III. Job Summary (Essential Functions)
Set up and clean banquet rooms and serve banquets.

IV. Job Tasks (Additional Responsibilities)
1. Performs related banquet set-up tasks.
2. Provides immediate attention to all guests upon seating them.
3. Takes beverage orders and serves food in specified station.
4. Pours and refills wine, coffee, water and other beverages served with and after the meal.
5. Empties ashtrays and clears soiled dishes as needed.
6. Cleans all assigned work areas in kitchen and banquet areas.
7. Advises supervisor of any member or guest complaints as soon as they occur.
8. Assists in closing functions by performing various tasks such as removing linen, busing glasses, dishes, silverware, etc., and re-setting the room for next function.
9. Attends staff meetings including pre-service (line-up) sessions.
10. Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
11. Thanks members and guests; invites them to return.
12. Consistently follows all sanitation-related requirements, including those related to personal hygiene.
13. Completes other appropriate assignments made by the banquet captain.

V. Reports to
Banquet Captain

VI. Supervises
No supervisory duties are included in this position.

The Club is EOE and DFWP.
Bartender Job Description

I. Position
Bartender (2.25)

II. Related Titles
None

III. Job Summary (Essential Functions)
Prepare and serve alcoholic and non-alcoholic beverages.

IV. Job Tasks (Additional Responsibilities)
1. Inspects the bar prior to opening to ensure that adequate supplies are available.
2. Requests additional supplies as necessary and stocks the bar.
3. Follows set-up procedures.
4. Prepares garnishes, mixes and pre-mixed drinks.
5. Greets members and guests.
6. Mixes, prepares and serves drinks to members and guests and mixes and prepares drinks ordered by food servers and beverage servers according to the recipes approved by the beverage manager.
7. Collects checks and payment for drinks served.
8. Reports complaints to a manager as soon as they occur.
9. Maintains and cleans bar area and equipment.
10. Maintains records of liquors, beers, wine, tobacco and sundries to ensure bar stock is maintained at all times.
11. Maintains daily inventory and records indicating drinks in the greatest demand.
12. Cleans and lock up the bar area according to prescribed procedures.
13. Attends staff meetings including pre-shift (line-up) sessions as required.
14. Carefully follows all laws and club policies and procedures regarding alcoholic beverage service and informs manager if continued service to a member or guest is in question.
15. Serves drinks to members and guests seated at lounge tables in the absence of a beverage server.
16. Continually practices beverage and revenue control procedures.
17. Thanks members and guests; invites them to return.
18. Completes other appropriate work assignments as requested by the beverage manager.

V. Reports to
Beverage Manager

VI. Supervises
No supervisory duties are included in this position.