



Fine Dining Server Position Description

Position Title: Fine Dining Server

Reports to: Food and Beverage Manager

Position Summary: Provide quality food and beverage service to club members and guests as well as assuring that member satisfaction standards are consistently attained.

Essential Functions:

- Sets up side station and performs assigned work
- Provides immediate attention to all members and guests upon seating
- Distributes menus
- Checks that water has been provided to the table, answers questions and suggestions menu items
- Takes members'/guests' orders
- Places orders with kitchen; informs cooks about any special cooking instructions
- Serves meal; places dishes by courses in front of each person
- Checks back to ensure member guest satisfaction; replenishes water and butter as necessary
- Removes soiled dishes
- Suggests and serves dessert, coffee, and after dinner drinks
- Verifies accuracy of prices, state and federal taxes, tips and other charges on all checks
- Presents the bill to the members'/guests'
- Handles all cash and credit card charges as prescribed by standard operating standards
- Keeps tables, dining room and bus station areas clean
- Advises supervisor of any complaints as soon as they occur
- Performs clean up and closing duties as assigned by manager
- Attends pre-shift meetings as requested by manager
- Turns in signed chits as instructed daily
- Performs any other tasks as assigned

Qualifications and Skills:

Education: Any combination of education and experience equivalent to graduation from high school or any other combination of education, training or experience that provides the required knowledge skills and abilities.

Experience: Minimum one year prior Fine Dining Server experience is required.

Additional Skills: Friendly and professional demeanor is required. Excellent communication and organization along with a flexible schedule is required.