

Server

Job Location: The Golf Club of Georgia [GA, USA]

Server FLSA Status: Non-Exempt

Job Summary

This position coordinates food and beverage experience for members and their guests. This includes presentation of the dining space, timing of the courses served, maintaining a friendly and professional demeanor and the presentation of a spotless image.

It requires a positive attitude at all times, a willingness to help others and above all else, a desire to satisfy our members and their guests. A professional appearance of clean and pressed uniform, excellent hygiene and good grooming is a must for this position.

Job Tasks (Duties)

1. Adheres to established rules and regulations of the Club while working scheduled shifts.
2. Maintains highest level of service for the dining rooms and banquet areas.
3. Maintains highest level of cleanliness and good repair of all dining rooms and banquet areas, dining utensils, equipment and glassware including common and storage areas.
4. Follows all guidelines in the Front of House Standard Operating Procedures, including instructions on table setting, order taking and sequence of service.
5. Completes setup and side work responsibilities as required by lead server or manager.
6. Provides immediate attention to all members and guests upon seating.
7. Takes member and guest orders; suggestively sells food and beverage items, if appropriate.
8. Keeps tables, dining room and bus station areas clean.
9. Performs clean-up and closing duties as assigned by manager.
10. Attends pre-meal meetings as requested by managers.
11. Thanks members and guests; invites them to return.
12. Consistently follows local and state laws and the Club's policies and procedures for the service of alcoholic beverages to members and guests.
13. Maintains knowledge of The Country Clubs information (hours of operation, etc.).
14. Practices "Teamwork."
15. Maintains positive attitude with all staff and members. Greets all members by name when possible. Maintains eye contact and use proper vocabulary when speaking with members. Avoids all negative comments.
16. Maintains a well-groomed appearance and proper cleaned, pressed uniform at all times.
17. Advises dining room supervisor or manager of any complaints immediately.
18. Maintains knowledge of all menu items, daily/weekly specials, wine list, preparation methods, ingredients, and garnish.
19. Maintains knowledge of role during emergency situations. Aware of fire and life safety procedures.
20. Maintains knowledge of POS system. Able to open/close checks and use this system to successfully communicate food orders to the kitchen in a timely manner. Updates daily special information. Has the ability to execute all service successfully.
21. Possesses a competent knowledge of wines and spirits. Comfortable in naming and explaining all house liquors and by the glass wines.
22. Possess common knowledge of basic grape varietals and understands essential culinary cooking terms and sauces.
23. Ability to stand for long periods of time, bending, reaching, and the ability to carry trays of food weighing 25-50 pounds at times is required.

24. Anticipates member's needs by providing them with immediate attention. Displays a sense of urgency with all tasks.
25. Performs other duties as requested by managers.
26. Job will require some moving of furniture and tables for events and member dining.
27. If you have to utilize a company cart or vehicle you must over 21. When driving on property you must be alert for other vehicles and members playing golf
28. All areas must be neat clean and organized as they were found before the shift
29. You will be asked during your shift to do spot sweeping and mopping. Along with your daily cleaning duties

Education/Experience

- High School diploma or GED is required.
- The ability to read, write and execute basic math skills.
- Minimum of 1-2 years of casual/bistro dining experience required.
- Previous private club experience preferred.

Physical Requirements

- Frequent bending, stooping, pulling and lifting.
- Continuous standing, walking and repetitive actions for extended periods of time.
- Must be able to tolerate working in an extremely hot environment.
- Must be able to lift and balance large oval tray with plates, up to 50lbs.
- Must be able to carry and balance cocktail tray with Champagne flutes.
- Must be able to work in an outdoor environment.
- Must have a current Pouring Permit within a week of date of hire.

Reports to

Director of Food & Beverage