

# **JOB DESCRIPTION**

## **Server**

### **For The Divide Bar & Grill**

#### **General Purpose**

To accurately and completely take food and beverage orders, efficiently serve food and beverages to customers and attend to customers' needs.

#### **Main Job Tasks and Responsibilities**

- Greet customers politely as they enter the restaurant
- Introduce self to customers, show customers to their tables and present menus
- Maintain an up-to-date working knowledge of the menu items and daily specials
- Explain the menu items in terms of preparation, ingredients and presentation
- Be aware of allergy information on menu items
- Answer inquiries about food items on the menu and offer beverage suggestions
- Take food and beverage orders accurately including any special requests
- Check customer's identification to ensure they meet alcohol legal age requirements (TIPS Certified)
- Check food orders with customers to ensure correctness
- Input the order into POS System
- Work with bartenders to fill beverage orders
- Work with kitchen staff to process and expedite food orders
- Set table for the orders
- Deliver and serve food at tables
- Use established food handling and serving techniques (knowledge of ServSafe techniques)
- Ensure customers are satisfied with their food orders, beverages and service
- Upsell food and beverage items throughout the meal
- Monitor customer's needs and promptly handle requests in polite professional manner
- Prepare and provide customers with accurate check for the meal
- Process cash and credit card payments
- Prepare to-go boxes for customers
- Maintain a clean and organized service area
- Dispose of trash according to established procedures
- Perform any side-work and closing duties as requested
- Comply with safety, health and hygiene policies and procedures

**Pay:** Hourly

#### **Knowledge and Experience**

- High School Diploma or equivalent preferred
- Meet state age requirements
- Knowledge of hygiene and sanitation standards
- Knowledge of food and health codes
- Working knowledge of beer, wine, liquor and common beverages
- Working knowledge of food preparation
- Knowledge of state liquor laws
- Able to fluently read and speak relevant language
- Flexible and willing to work different schedules

- Able to lift and move up to 30 pounds
- Able to stand for long periods of time