



## THE BEACH CLUB

**JOB TITLE:** Food Server

**DEPARTMENT:** Food and Beverage

**REPORTS TO:** Food and Beverage Manager(s)

**TYPE:** Full-Time, Part-Time, Seasonal

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### JOB SUMMARY

The Server's primary responsibility is to ensure exceptional dining experiences for members. This involves monitoring and addressing member satisfaction, memorizing names, and delivering personalized service. The Server will arrange dining areas, prepare beverages, and demonstrate expertise in menu information. Server's work in a la carte and banquet positions and are available nights, weekends, and holidays.

### PRIMARY JOB FUNCTIONS

- Monitor and observe members dining experience to ensure members are satisfied with the food and service and respond promptly and courteously to correct any problems.
- Recognize and learn the names of members and greet members by name.
- Set up dining areas to prepare for the next shift or for large parties.
- Perform food preparation such as brewing tea, espresso, and coffee beverages.
- Excel as a master of menu knowledge, providing detailed information about dishes, specials, allergens, and recommendations to enhance the dining experience.
- Prepare or serve specialty dishes tableside as required.
- Ability to use POS system to ring in orders, accurately charge member accounts, and perform billing edits.
- Prior to delivering food, ensure the table is prepared and proper flatware in place.
- Efficiently perform wine service by expertly presenting, pouring, and describing wines to enhance the dining experience.
- Ensure responsible alcohol service by checking IDs to verify the legal drinking age and promote a safe and compliant dining environment.
- Flexibility to work in both a la carte and banquet settings.
- Attend all scheduled employee meetings.
- Be willing to participate in continued Food and Beverage education.
- Consistently work as scheduled and on time, wearing designated uniform, and adhering to the Club's grooming standards.
- Fill-in for fellow employees where needed to ensure members service standards and efficient operations.
- Follow all relevant health department regulations.
- Perform other duties as directed.



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### SUPPLEMENTAL JOB FUNCTIONS

- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking members.
- Check dishes and kitchenware for cleanliness and presentation and report any problems.
- Carry dirty plates, glasses and silverware to the kitchen for cleaning.
- Assist with room set ups including moving furniture and banquet equipment.
- Assist with stocking products for bars.
- Assist with polishing plates, glassware, banquet equipment, and rolling silverware.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Perform cleaning duties, such as sweeping floors, tidying up server station, taking out trash, and monitoring bathroom cleanliness.
- Cut garnishes using knives.

### ESSENTIAL SKILLS & QUALIFICATIONS

- Proven work experience in a restaurant or hospitality environment
- Experience working with point of sales systems (POS)
- Ability to work daytime, nights, weekends, and holidays
- Responsible Beverage Service (RBS) and Food Handlers Certification
- Active listening, effective communication, patience, excellent presentation, and strong organizational abilities
- Excel in a fast-paced environment, stay focused, prioritize tasks, and maintain composure while efficiently managing multiple responsibilities
- Basic math skills
- Team spirit

#### *Preferred Skills and Qualifications*

- High School Diploma

#### *Supervises*

- None



THE BEACH CLUB

PHYSICAL, ENVIRONMENTAL, COGNITIVE, AND SOCIAL REQUIREMENTS

*Sitting, standing, walking, reaching, stooping, bending, twisting, kneeling, pushing, pulling, grasping:* stand for long periods of time; stoop, bend, squat, climb, kneel, twist at the neck and waist, reach above and below shoulder level, push and pull including mops, vacuum cleaners, other equipment. Exposure to heat, moisture, and cleaning chemicals. Use of hands and fingers to feel and grasp, push and pull (simple and power), and for fine manipulation and to scrub, wipe, polish and fold.

*Lifting:* lift up to 35 lbs.

*Speaking, writing, and active listening:* Be able to use oral communication skills effectively to talk and hear both in person from close and in noisy environments; interact effectively with the public and management, and occasionally deal with distressed or quarrelsome individuals.

*Critical and creative thinking skills:* Able to observe and interpret people and situations; learn and remember necessary information.

*Time management:* prioritize assignments for example, schedule effectively and manage own time efficiently in order to complete work on a timely basis; shift focus to perform work on multiple, concurrent tasks with frequent interruptions; work well under pressure and deadlines;

*Vision Requirements:* Close vision, distance vision, use of both eyes to identify dirt, dust, and to read labels and instructions on cleaning products. Ability to distinguish basic colors and shades; depth perception, peripheral vision, and ability to adjust focus.

***Schedules are subject to modification based on business volume and demand.***

*Note:* Although this job description in no way states or implies that these are the only duties to be performed by the Team Member occupying this position, a review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Team Members will be required to perform any other job-related duties assigned by their supervisor. All duties and requirements are essential job functions, and subject to possible interactive discussion and reasonable accommodation for individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description may be changed, modified, or edited at any time based on the demands of the business.

***My signature below acknowledges receipt of this job description. I understand it is my responsibility to review this job description and ask any questions necessary to understand its content.***

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Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date