



MENLO CIRCUS CLUB

JOB DESCRIPTION

Position: Server
Department: Food & Beverage
Reports to: F&B Director
Status: Non-Exempt

Job Summary:

Provides food and beverage service to club members and guests.

Job Tasks (Duties and Responsibilities):

- Working knowledge of all current food and beverage menu items
- Sets up side station and performs assigned side work
- Provides immediate attention to all members/guests upon seating
- Distributes menus
- Suggests menu items
- Takes members'/guests' orders
- Turns orders into kitchen; tells cooks about any special cooking instructions
- Assembles food on tray; procures items from each station as necessary
- Serves meal; places dishes by courses in front of each person; serves from left of the 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
- Presents the bill
- Keeps tables, dining room and bus station clean and tidy
- Advises supervisor of any complaints as soon as they occur
- Performs clean-up and closing duties as assigned by manager
- Completes training programs as directed by Dining Room Manager
- Attends pre-meal meetings as directed by the Dining Room Manager
- Performs additional duties as directed by a manager or supervisor

Special Requirements:

- Must be able to clearly understand and communicate with Members, guests and co-workers in English
- Must be FoodSafe certified
- Must be able to work a flexible schedule and/or over time if needed
- Must be available to work weekends and holidays
- Must work well with others as a team and help co-workers as needed
- Must possess honesty and integrity
- Must be courteous and tactful at all times