

## **ERIE YACHT CLUB JOB DESCRIPTION**

**I. Position:** Food and Beverage Server

**II. Related Titles:** Waiter/ Waitress

**III. Job Summary:** Provides food and beverage service to club members and their guests.

**IV. Job Tasks:**

1. Sets up side station and performs assigned side work
2. Cordially greets members and their guests; calls them by name if known.
3. Distributes menus.
4. Takes beverage order.
5. Turns order in to bartender.
6. Garnishes drinks as appropriate.
7. Serves beverages.
8. Consistently complies with all state, local, and club laws/policies relating to the service of alcohol.
9. Answers questions and suggests menu items to guests while deciding upon what to order.
10. Takes member/ guests orders.
11. Turns order into kitchen and informs kitchen staff of any special requests or procedures.
12. Assembles food on tray; procures items from each station as necessary.
13. Serves meal; places dishes by course in front of each person; serving from the left of the person.
14. Checks back to ensure members/guests satisfaction.
15. Suggests and serves dessert, coffee, and after dinner drinks.
16. Verifies accuracy of all state and federal taxes, tips, and other charges on the check.
17. Presents the bill.
18. Handles all cash and credit cards as applicable. Assesses charges to member's accounts as applicable.
19. Keeps tables, dining room, and service stations neat and tidy.
20. Advises manager of any complaints as they occur.
21. Performs clean-up and closing duties as assigned.
22. Attends pre-meal briefings as requested.
23. Turns in signed declaration tip slips daily.

**V. Reports To:** Food and Beverage Manager

**VI. Supervises:** No supervisory duties are included in this position.