



JOB DESCRIPTION

TITLE: FOOD AND BEVERAGE SERVER

OBJECTIVE:

The main function of the Food and Beverage Server is to provide the guests with personable, knowledgeable and efficient service of all food and beverage items.

DUTIES AND RESPONSIBILITIES:

The duties of the Food and Beverage Server include but are not limited to the following:

- Greet patrons, present menus, inform of any specials, make recommendations and answer questions regarding food and beverage items
- Take food and beverage orders and relay to kitchen and bar staff in a timely fashion
- Up-sell wine and beverage items to compliment food selections
- Serve all food and beverage orders efficiently using proper fine-dining techniques
- Ensure guest satisfaction and report any problems or concerns to Dining Room Supervisor and/or Chef
- Maintain accurate guest charge accounts
- Present bills and process cash, credit or debit payments for “walk-in” patrons
- Ensure that the dining room area is properly set, cleared and re-set throughout the entire shift
- Ensure the dining room, bar, and mail lodge are always clean and tidy

Qualifications:

The candidate must be willing to relocate, and have previous serving experience. Experience with fine dining an asset. Must be a minimum of 18 years of age. Possession of Smart Serve or equivalent certification an asset. The applicant must be available from May 16th until September 30th, 2012.

I hereby acknowledge that I have read and fully understand the above job description and agree to adhere to all outlined policies, rules and regulations.

Name (print)

Signature