

# **THE RESORT AT PORT LUDLOW**

## **POSITION DESCRIPTION**

**FLSA: HOURLY**

**POSITION TITLE: SERVER**

**DIVISION/DEPARTMENT: FOOD & BEVERAGE**

**REPORTS TO (TITLE): RESTAURANT MANAGER**

**SUPERVISES: N/A**

**DATE : 2/24/02, Revised 2/6/04, 3/21/05, 7/8/05**

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### **BASIC FUNCTION:**

Takes food & beverage orders, provides professional, courteous and friendly service to the guests ensuring a quality guest experience. Maintaining the restaurant and service areas in a clean and safe manner.

### **QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE**

Must have High School Diploma or GED equivalent and be at least 18 years old.

Must have a valid WA state driver's license with a clean record.

Two years prior food service experience in similar position is desirable.

Have or be able to quickly obtain food handler & liquor permits.

Capable to quickly learn to operate the computerized cash register system.

Attention to detail is essential.

Must be a team participant as well as be able to work independently.

Must be able to read and write English legibly.

**ESSENTIAL FUNCTIONS:**

1. Greet guest immediately in courteous friendly manner, describes menu and beverage items to guest and take orders in a timely manner. Serve guest quickly and efficiently, clears each course from table per service standards. Prompt and accurate check presentation and check payment.
2. Be knowledgeable of menu items – food, wine, beer, liquor and specials.
3. Must be able to be on feet for long periods of time, go up and down stairs, walk, bend, reach, stoop, lift and carry up to 25 pounds.
4. Take reservations for Restaurant.
5. Compile and submit accurate reports and perform all cashiering functions.

**MARGINAL FUNCTIONS:**

1. Complete all end of shift responsibilities.
2. Leave wait area clean and organized, ensuring dining room is set and cleaned in accordance with policies.
3. Assist manager with any special requests.
4. Complete check reconciliation's and bank drop completely and accurately.

**ENVIRONMENT:**

Work is performed indoors on various surfaces. Most of the time working with others and at times alone.

**ACCOUNTABILITY:**

Responsible for ensuring guest experience is positive and enjoyable. Service must be provided in a professional and courteous manner. Work areas must be clean & organized at all times.

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**IMPORTANT DISCLAIMER NOTICE:**

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

**I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.**

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**NAME DATE**

## ENVIRONMENTAL FACTORS

	<b>YES</b>	<b>NO</b>
Working Outside		X
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground		X
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

**POSITION ANALYSIS/SPECIFICATIONS**

	<i><b>N/A</b></i>	<i><b>OCCASIONAL</b></i>	<i><b>FREQUENT</b></i>	<i><b>CONSTANT</b></i>
Sitting		X		
Standing				X
Walking				X
Bending Over			X	
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing				X
Pushing/Pulling			X	
Lifting/Carrying 10lbs or less			X	
11lbs to 25lbs				X
26lbs to 50lbs		X		
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills			X	
Eye/Hand Coord.				X

Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X