



JOB TITLE: Banquet Server
DEPARTMENT: Food & Beverage
REPORT TO: Food and Beverage Manager
DATE REVISED: March 6, 2017
CLASSIFICATION: Non Exempt; part-time or full-time

JOB STATEMENT/PURPOSE:

Servers provide food and beverage service to the customers of O'Malley's on the Green in a prompt and courteous manner. Take customer's orders deliver meals and drinks, fill out and deliver food tickets, and clean up after customers. In addition they help maintain order and abide by all state and local liquor laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide prompt, courteous, and professional service to customers
- Take food and beverage orders, deliver meals and drinks
- Anticipate and address customers concerns
- Assist the host/ hostess in greeting and seating guests
- Communicate with other staff regarding needs of customers, out-standing bar tabs supply shortages, and equipment problems
- Read and understand the menu

JOB SPECIFICATIONS:

- Must have a high school diploma or equivalent
- Some experience in customer service helpful but not required
- Must be at least 21 years old
- Must have current Training for Alcohol Professional (TAPS Card)
- Must have current Food Handler's Card
- Must be able to stand for long periods and lift 50 lbs.
- Must have a cheerful and outgoing personality

OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Arrive on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- Comply with applicable sanitation, health and personal hygiene standards