



LAUDERDALE YACHT CLUB

JOB DESCRIPTION

POSITION TITLE: Server.

REPORTS TO: Clubhouse Manager and Food & Beverage Managers.

CLASSIFICATION: Non-exempt.

EDUCATION AND EXPERIENCE:

1. High School diploma or GED required.
2. Two years of comparable wait service experience preferred.
3. The ability to read, write and execute basic math skills.

JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:

1. Greet and acknowledge Members and Guests.
2. Is knowledgeable about the menu, buffet and wine list.
3. Ability to time the service of each course.
4. Learns Members' names and their special preferences.
5. Knowledge of wines and spirits.
6. Knowledge of and ability to perform required role during emergency situations.

JOB SUMMARY (Essential Functions):

Provide exceptional food and beverage service to Club Members and Guests.

TASKS/DUTIES:

1. Sets up side station and performs assigned side (prep) work.
2. Provides immediate attention to all Members and Guests upon seating.
3. Makes sure that children are in the appropriate type of seat and are safe and secure.
4. Distributes food and wine menus; answers questions.
5. Fills glasses with ice water and suggests menu items.
6. Ensure that the correct account numbers and names are given for billing.
7. Efficiently serves food and drinks in a friendly and courteous manner, offers suggestions on daily specials and wine selections.
8. Is knowledgeable of all menu items including garnishes, contents, and preparations. Knows the wine list and specifics of each wine. Is aware of daily specials, soups, drinks and items we are no longer carrying or run out of during a shift.

9. Places orders with kitchen; informs cooks about any special cooking instructions.
10. Assembles food on tray; procures items from each station as necessary.
11. Serves meals; places dishes by courses in front of each person.
12. Checks back to ensure Member and Guest satisfaction; replenishes water and butter as necessary.
13. Removes soiled dishes. Clears tables after each course and resets them with appropriate silverware.
14. Presents dessert menus, suggests and serves dessert, coffee and after-dinner drinks.
15. Presents the bill.
16. Learns Member names whenever possible greeting them with utmost professionalism.
17. Must acknowledge Member by name four times during one visit.
18. Keeps dining room and bus station areas clean.
19. Clears, cleans and resets tables that have been vacated.
20. Advises supervisor of any complaints as soon as they occur.
21. Performs clean-up and closing duties as assigned by Manager.
22. Attends lineup meetings as requested by the Clubhouse Manager and Food & Beverage Managers.
23. Thanks Members and Guests; invites them to return.
24. Consistently follows local and state laws and the Club's policies and procedures for the service of alcoholic beverages to Members and Guests.
25. Performs other appropriate duties assigned by Clubhouse Manager and Food & Beverage Managers.

OTHER:

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PHYSICAL DEMANDS:

The physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
2. Push, pull or lift up to 50 pounds.
3. Continuous repetitive motions.
4. Work in hot, humid and noisy environment.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____