

## **Part Time or Full Time Lunch Server**

The Riviera Club is looking for a part time lunch server for our new lunch service. This hours we are looking to fill are Monday through Thursday from 10am to 4pm with on-call hours for the weekend for events. Having a valid alcohol servers permit would be a plus.

### Qualifications

- Strong in customer service
- Outgoing personality
- Detailed orientated
- Positive attitude
- Flexible work schedule

### Responsibilities (but not limited to)

- Taking orders
- Familiarize members of the menu and daily specials
- Accurately working with a POS system
- Pour Drinks
- Running Food
- Cleaning/Bussing Tables
- Handling Money
- Greeting Members

## **Server Job Description**

- I. Position  
Food server
- II. Works and F&B Service Areas
- III. Job Summary (Essential Functions)  
Provide food and beverage to club members and guests.
- IV. Job Tasks (Additional Responsibilities)
  1. Sets up side station and performs assigned side (prep) work.
  2. Provides immediate assistance to all members and guests upon seating.
  3. Distributes food and wine menus; answers questions.
  4. Serves water; answers questions and suggests menu items.
  5. Takes members' and guests' orders; suggestively sells food and beverage items, if appropriate.
  6. Places orders with kitchen; informs cooks about any special cooking instructions.
  7. Assembles food on tray; procures items from each station as necessary.
  8. Serves meals; places dishes by courses in front of each person.
  9. Checks back to ensure member and guest satisfaction; replenishes water and butter as necessary.
  10. Removes soiled dishes.
  11. Presents desserts, suggests and serves dessert, coffee and after-dinner drinks.
  12. Verifies accuracy and completeness of all charges on all checks.

13. Presents the bill.
14. Makes sure that tickets are signed by the Member.
15. Keeps tables, dining room and bus areas clean.
16. Advises supervisor of any complaints as soon as they occur.
17. Performs clean-up and closing duties as assigned by manager.
18. Attends pre-meal meetings as requested by the Chef and Managers.
19. Completes any and all side work and cleans server station in the kitchen and dining rooms.
20. Thanks members and guests; invited them to return and reminds them of upcoming events.
21. Consistently follows local and state laws and the club's policies and procedures for the service of alcoholic beverages to members and guests.
22. Performs other duties assigned by any manager or supervisor.
23. Does "Whatever it Takes" to insure the Member's satisfaction while dining, and the success of the club.

V. Reports to  
Managers and Chef