



Server Job Description

Job Title: Server	Status: Part-Time
Supervisor: Katie Foreman	Classification: Non-Exempt
Department: F&B	Revised: January 2022

Summary/Position Overview:

The Server provides upscale table service to restaurant customers by delivering food and beverages and providing a quality dining experience.

Duties and Responsibilities:

- Greets customers as they are seated at the table; ensures the table is clean and that utensils, napkins, and other needs have been provided.
- Ability to accurately describe all menu items to customers as well as answer questions and make suggestions
- Takes food and drink orders with a positive attitude with the ability to memorize orders and enter them into computer for transmittal to kitchen staff
- Engages with customer's in a friendly manner
- Ensures food is prepared correctly and to customer's satisfaction
- Ensures tables are enjoying their meals and take action to correct any problems
- Collects plates and clears table as customers finish their meals
- Prepares check and collects/processes payments
- Helps kitchen staff with food prep when necessary

Education and Experience:

- At least 1-2 years' experience waiting tables.
- Must be at least 16 years of age
- Must be authorized to work in the US



Quixote Club
875 Pinewood Road
Sumter, SC 29154
803.775.5541



Required Skills and Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Clean, professional image
- A positive attitude
- Ability to function well in a high-paced and at times stressful environment.
- Ability to handle money accurately and operate a point-of-sale system

Physical Requirements:

- Prolonged periods of standing
- Must be able to lift up to 30 pounds at times.



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