JOB DESCRIPTION

TITLE: Upscale Dining Server

REPORTS TO: Culinary Services Manager

GENERAL SUMMARY:

Peachtree Hills Place is seeking an Upscale Dining Server to be the face of Culinary Services and responsible for our Members' experience. Food server responsibilities include ensuring our tables are clean and tidy when guests arrive, presenting menus and serving food and beverages. Server is to provide high-quality service that will help us maintain and attract Members.

ESSENTIAL JOB DUTIES:

1. Prepare restaurant tables with special attention to sanitation and order

2. Attend to Members upon entrance

3. Present restaurant menus and help Members select food/beverages

4. Take and serve orders

5. Answer questions or make recommendations for complementary products

6. Collaborate with other servers and kitchen/ bar staff

7. Deal with complaints or problems with a positive attitude

8. Issue bills and accept payment

QUALIFICATIONS:

1. Proven restaurant serving or waitering experience

2. Hands-on experience in cashier duties

3. Attention to cleanliness and safety

4. Patience and customer-oriented approach

5. Excellent people skills with a friendly attitude

6. Responsible and trustworthy

7. High school diploma is a plus but not required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to sit at a desk for up to 4 hours per day. Must be able to stoop, bend, stretch, and squat to access files and various documentation; must be able to lift up to 20 pounds frequently.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature _____

Date _____

Supervisor or HR Personnel Signature _____

Date _____