



Position Title: Server Assistant
Company: The Country Club at Castle Pines
Supervised by: Clubhouse Manager
Updated: 2014
Exemption Classification: Non-Exempt

Overview

The responsibility of the Server Assistant is to assist the service staff in providing exceptional service through helping with the activities of both front and back of the house operations to help expedite work.

Essential Duties

- Greet guests with / in the absence of the hostess
- Provide preliminary information regarding menu
- Describe dishes to customer
- Ensured timely delivery of food orders
- Check food for accuracy
- Prepare soups and salads when required
- Replenish food and beverages
- Take additional orders when required
- Bus and clear tables
- Clean tables and work areas
- Wash dishes and assist in food preparation
- Organized tables efficiently without making noise
- Serve water and refill glasses as and when needed
- Clean the dining area and service stations
- Assist janitorial staff with trash removal
- Assist in cleaning up spills
- Make suggestions about menu selections when asked
- Performed wine services
- Handle customers' queries and concerns efficiently

Supervisory Duties

None

Education and Experience Requirement

A High School Diploma or GED

Working Environment/Physical Demands

The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to stand, walk and sit. Lifting will be required.

	None	Up to 1/3	1/3 to 2/3	2/3 & More
Standing				
Walking				
Sitting				
Reaching with Hands or Arms				
Climbing or balancing				
Stooping, Kneeling, or crawling				
Talking				
Hearing				
Tasting or Smelling				
Lifting > 10 pounds				
Lifting > 50 pounds				
Close Vision Distance				
Long Distance Vision				
Color Vision				