



BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

JOB TITLE: Banquet Server

DEPARTMENT: OTCC #24

CLASSIFICATION: Part-time Hourly (1-19 Hrs/week)

SALARY RANGE: \$12.00 per hr. (plus tips)

JOB PURPOSE OUTLINE: The Oak Tree Country Club Banquet server position requires someone who can pay strong attention to detail. They are required to solve problems in a fast-paced environment. This position is one of service and hospitality. It is both behind the scenes and being on stage. This is a position that requires great people skills as well as outstanding operational skills.

REPORTS TO: Under the direction and supervision of the F & B Assistant Manager, Amenity Supervisor, Lead Server or the Food and Beverage Manager.

WORK ENVIRONMENT: Bear Valley Springs Association kitchens, restaurants, bars, food service areas, waste areas and storage areas.

ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES

- Build and organize all set-up for events according to diagrams and BEO
- Maintains, organizes and insures proper storage of all china, glass and flatware
- Adheres to high standards of hygiene and grooming
- Works as a bartender or server when necessary
- Must be available days, nights, weekends and holidays

KEY RELATIONSHIPS: Members and member guests, Supervisor, Manager, Servers, Server Assistants, Chef, Culinary Employees, Maintenance Department, and Janitorial department.

QUALIFICATIONS/REQUIREMENTS:

- Demonstrates friendliness, courtesy and respect, especially when serving others
- Has the ability to communicate effectively verbally
- Possesses an extensive knowledge of food preparation and service
- Has the stamina to handle heavy objects, prolonged standing and other strenuous activity
- Basic wine, beer and spirits knowledge
- Ability to work in a team environment
- Exhibits time management skills
- Has the ability to work under pressure

STANDARD SPECIFICATIONS / DISCLAIMER

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Signature of Employee

Date:

Signature of Department Mngr.

Date: