



JOB POSTING

Position Title: Banquet Server

Date of Notice: May 10, 2021
Job Location: Dublin Ranch Golf Course
Start Date: May 27, 2021
Reports to: Food and Beverage Manager
Send Applications to: mdeal@kempersports.com

Property Description:

Position Summary:

Greets and serves food and/or beverages to patrons.

Essential Duties and Responsibilities:

- Provide immediate attention to all members/guests upon entry and greet warmly
- Take member/guest food and/or drink orders. (Applicable for Bartenders Only)
- Serve meal; place dishes by courses in front of each person; serve from left of the person.
- Assisting with event preparation, set up, and closing, including setting up and packing away tables, table cloths and place settings, and buffets.
- Check back to ensure member/guest satisfaction; replenish water as needed.
- Remove soiled dishes as guests finish.
- Handle all cash and credit cards as applicable from guest/member charges as prescribed by standard operating procedures. (Banquet Bartender ONLY)
- Keep tables, dining room, and staging area clean and tidy.
- Advises supervisor of any complaints as soon as they occur.
- Performs side work, clean-up and closing duties as assigned.
- Attend pre-meal meetings as requested.
- Perform other duties as appropriate.
- Maintain a high level of cleanliness and awareness of sanitary practices.
- Anticipate guests' needs and exceed customer service expectations.
- Maintain composure in a fast-paced environment.
- Present in professional appearance and mannerisms.
- Respond urgently and appropriately to any concerns.
- Adhere to safety and quality regulations.

Qualifications:

- High school Education preferred.
- 1 year server experience preferred.
- Work flexible hours as required especially holidays, nights/weekends.

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- Ability to lift 50-75 pounds and stay comfortable on their feet for the entire shift
- Excellent time management and the ability to prioritize tasks
- Positive attitude and teamwork skills
- Effective communication, both written and verbal
- Extreme attention to detail and quality
- Ability to follow verbal directions in a fast-paced and dynamic environment
- Tip Certification Required (If working as a Banquet Bartender)
- Food Handler Certificate Required

Supervises:

NONE

Classification:

Part-time or Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

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