

Job Description

Position: Server/Bartender

FLSA: Non-Exempt

Reports To: Kitchen Supervisor

Summary of Duties:

- Responsible for receiving food and beverage orders from customers and employees
- Check patron's identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Explain how various menu items are prepared, describing ingredients and cooking methods.
- Inform customers of daily specials
- Prepare checks that itemize and total meal costs and sales taxes.
- Collect payment for drinks served, and balance cash receipts.
- Serve wine, beer and hard liquor.
- Mix ingredients such as liquor, soda, water, sugar, and bitters, in order to prepare cocktails and other drinks.
- Clean bars, work areas, and tables.
- Serve food items to customers seated at the bar and restaurant.
- Slice and pit fruit for garnishing drinks.
- Arrange bottles and glasses to make attractive displays.
- Create Drink recipes.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Remove dishes and glasses from tables or counters, and take them to the kitchen for cleaning.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- All other duties assigned by the Kitchen Supervisor.

Qualifications:

- Excellent customer service skills.
- Experience with cash transactions and accountability.
- Excellent time management and organizational skills.