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**SERVER**

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**Department:** Food & Beverage

**Date:** Revised January 2014

**Level:** V

**Basic Function:** To facilitate food and beverage service to each guest in an expedient, professional and courteous manner

**Work Performed:**

1. Arrive at scheduled start time in appropriate uniform and ready for work
2. Uniform must be neat and pressed
3. Collect and set up any necessary equipment to perform job including all side-work
4. Know all menus and wine lists
5. Take food and beverage orders in complete and timely fashion
6. Serve guest in established standards
7. Keep work station clean at all times.
8. Read all memos
9. Maintain a positive and professional attitude towards guests and co-workers
10. Operate InfoGenesis in proficient manner
11. Report to Restaurant Manager before ending work shift
12. Act as an ambassador of Enchantment by speaking positively of the resort at all times
13. Foster a work environment of teamwork and mutual service by assisting coworkers and other departments as necessary to exceed our guest's expectations
14. Know resort layout
15. Work efficiently and as a team
16. Other duties as assigned

**Supervision Exercised:** None

**Supervision Received:** Restaurant Manager

**Minimum Requirements:**

High school diploma or equivalent. Must work well with or without direct supervision. Must be neat and well groomed at all times. Needs to be flexible, self motivated, positive and have a professional attitude towards guests, co-worker and management. Must maintain current food handler's certification. Prior serving experience required. English skills necessary to communicate with guests. Computer skills helpful

**Physical Requirements:**

Lifting & Carrying up to 45 lbs.

50% Walking

25% Bending & lifting

25% Standing

Hearing and Manual Dexterity

Distance vision 1-3 feet

Use of Cleaning Solutions

**I have reviewed and understand this job description**

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Employee Signature

Date

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Name (Please Print)