



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>1. Department Name:</u> Food and Beverage	<u>2. Name (last, first, middle initial):</u> 	
<u>3. Classification Title:</u> Server (Fine Dining)/Sommelier	<u>4. Working Title:</u> Server/Sommelier	
<u>5. Department Budget #:</u> 66	<u>6. Division Name:</u> Prairie Star Restaurant	<u>7. Section/Work Unit Name:</u>
<u>8. Work Phone:</u> 505-867-3327	<u>9. Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	
<u>10. Title of Supervisor:</u> Food & Beverage Supervisor	<u>Supervisor Cell Phone:</u> 	<u>Supervisor Work Phone:</u> 867-3327

11. Position Status:

Regular Seasonal Occasional Emergency Commission Tribal Affairs Contract

Full Time Part Time Exempt Non-Exempt

12. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. Human Resources will use this text when positing this position for hire.

Under the supervision of the Food & Beverage Manager, the Prairie Star Server/Sommelier position is a full time server plus responsible for complete wine program. The position is dedicated to exceeding expectations of dining guests to ensure the highest level of service is consistently provided. Strong wine knowledge and experience is a must. Sommelier certification preferred.

13. Minimum Qualifications:

- 21 years of age
- Current and valid Alcohol Server Permit
- One year experience in a fine dining atmosphere.

14. Knowledge, Skills, Abilities:

Knowledge of Fine dining etiquette and service.

Skills required: Serve customers with a positive and friendly attitude. Understanding of cruvinet system.

Abilities required: Memorize menus, evening specials and liquor policy. Take direction from F & B Manager. Move, lift, carry, push, pull and place objects weighing less than or equal to 50 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling and stooping. Stand, sit or walk for extended periods of time, or for an entire work shift.

15. List the duties and responsibilities of the position. Begin with the most important duty and list in decreasing order of importance.

Duties/Functions/Tasks

Responsible for complete wine program including but not limited to wine list, wines by the glass, ordering, inventory control, pricing. COGS background.

Welcome and acknowledge all guests according to company standards. Anticipate and address guests service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language.

Present menu to diner, suggesting dinner courses, appropriate wines and answering questions regarding food preparation, ingredients and garnishes.

Set up, stock, and maintain work area. Stock ice, glassware, and paper supplies. Remove soiled wares. Maintain cleanliness and condition of work areas, bar, tables, floor and tools, following all set-up guidelines. Ensure adherence to quality expectations and standards.

Complete opening and closing duties including setting up necessary supplies and tools, cleaning all equipment and work areas, locking doors, etc. Check in with supervisor before end of shift.

Ensure uniform and personal appearance is clean and professional. Uniform must be pressed and free from wear and tear.

Follow all company and safety and security policies and procedures. Report accidents, injuries, and unsafe work conditions. Complete any required safety training and certification programs.

Maintain confidentiality of proprietary information and protect company assets.

- To listen to and analyze feedback from clients, employees, and supervisors to make judgments and take action to implement suggestions for improvement.
- Maintain working rapport with **all staff** for efficient operation and service to customers.
- To follow all other guidelines and be flexible in duties assigned - with respect to each station/position - as set forth periodically and communicated to all personnel by management.

Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor. Ensure uniform and personal appearance are clean and professional. Review and follow the Employee Policies and Procedures handbook. Maintain confidentiality of proprietary information and protect SAGC assets. Notify supervisor of any important issues as necessary.

Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals. Essential functions of this position include attendance and punctuality.

Perform other related duties as assigned by the Restaurant and/or Executive Chef. Will be under direct supervision of the Food & Beverage Director. On occasion, will be under the direct supervision of the Director of Golf/General Manager.

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

Physical and mental REQUIREMENTS and potential hazards checked below must be consistent with duties/functions/tasks listed in Section 14.

(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)



	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light			X	
Seeing objects at a distance				X
Seeing objects peripherally				X
Seeing close work (e.g., typed print)				X
Distinguishing colors			X	
Reading			X	
Writing			X	
Calculating				X
Editing	X			
Evaluating	X			
Interpreting	X			
Organizing				X
Sitting				X
Walking				X
Running		X		
Bending, Twisting, Kneeling				X
Pushing/Pulling			X	
Climbing (includes into/out of cramped spaces)	X			
Crawling (includes into/out of cramped spaces)	X			
Swimming (Indoors)	X			
Swimming (Outdoors)	X			
Repetitive motion of hands/fingers				X
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X

	NA	NE	O	F
Lifting/carrying 26-50 pounds			X	
Lifting/carrying more than 50 pounds			x	
Driving (regular class D license – list under # 22)				X
Driving (CDL Class A, B, or C – list class and endorsement under # 19)	X			
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)		X		
Exposure to dust, chemicals, or fumes, exhaust			X	
Exposure to loud noises			X	
Exposure to infection, germs, or contagious diseases		X		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids		X		
Exposure to needles or sharp implements		x		
Exposure to electrical current (not outlets)		x		
Exposure to smoke, excessive heat, and fire (generally protective services)				x
Exposure to aggressive/angry people (protective services)			x	
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)			x	
Firing Weapons	X			
Restraining/grappling with people (protective services)	X			
Other: Standing				X
Other:				

16. **List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, calculator, bulldozer, drill, Excel, etc.)**

Point-of-Sale computerized, touch screen cash register system, open table system, data entry, menu development

17. **List any license (i.e. driver's license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position. Please be specific.**

Must possess current Alcohol Server Permit, and remain current and valid during tenure of employment.

18. **List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.**

Employee Policy and Procedures manual, Prairie Star Operations requirements and sanitation requirements. Become familiar with restaurant liquor policy and able to recognize levels of intoxication.

19. **SUPERVISORY RESPONSIBILITIES (Must be reflected as an Essential function in Section 16)**

X NO, the position does not directly supervise (go to Section 23)

___ YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

Level Definition of Authority

1 = Employee effectively recommends and/or takes action.

2 = No authority.

Position Title(s) Supervised, i.e. Line Cook, Laborer, Controller, etc.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge

20. Employee Certification – I certify that I have read the above statements and agree to perform accordingly to the best of my ability.

Signed _____

Date _____

Print Name _____

21. Supervisor/Manager/Director Certification – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____