



## 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.

<b><u>Position Title</u></b> Server	<b><u>Department</u></b> Food & Beverage/Prairie Star Restaurant	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Food & Beverage Manager/Restaurant Supervisor	<b><u>Status:</u></b> Part-Time

### 1. GENERAL POSITION DESCRIPTION:

Under the supervision of the restaurant supervisor or F&B Manager, the Prairie Star Server position takes orders from customers and delivers food and beverages. The position is dedicated to exceeding expectations of dining guests to ensure the highest level of service is consistently provided. Wine service experience preferred, but not required.

### 2. MINIMUM QUALIFICATIONS:

Must be 21 years of age and have a current Alcohol Server Permit and Food Handlers Certification. One year experience in a fine dining atmosphere preferred.

### 3. KNOWLEDGE AND SKILLS:

- Knowledge of fine dining etiquette, proper food handling and sanitation.
- Serve customers with a positive and friendly attitude, meant to exceed their dining expectations.
- Ability to multi-task, memorize menu, evening specials and liquor policy.
- Able to stand, sit or walk for extended periods of time and able to lift 25 pounds without assistance.

### 4. DUTIES AND RESPONSIBILITIES:

- Welcome and acknowledge all guests per company standards.
- Anticipate and address guest service needs, including assisting individuals with disabilities.
- Set up, stock, and maintain work area.
- Stock ice, glassware, and service supplies.

- Removed soiled wares.
- Maintain a clean, safe work environment and report accidents, injuries, and unsafe work conditions immediately to supervisor.
- Ensure uniform and personal appearance are clean, professional, and according to company Dress Code.
- Other duties as assigned.

**5. MACHINERY/EQUIPMENT USED:**

- Point-of-Sale computerized, touch screen cash register system

**6. REGULATIONS/POLICIES TO MAINTAIN:**

- Must possess current Alcohol Server Permit and remain current and valid during tenure of employment.
- Must possess valid driver’s license and maintain validity throughout tenure of employment.
- Must possess current Food Handler Certification or obtain within 30 days of hire date.

**7. SUPERVISORY RESPONSIBILITIES**

NO, the position does not directly supervise other employees.

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.