

Job Title:	Server	Department	FOH
Location:	The Syndicate	Travel Required:	No
Level/Salary Range:	Private	Position Type:	Hourly
HR Contact:	Brian Wall	Direct Report:	General Manager

Job Description

ROLE AND RESPONSIBILITIES

The Server must be courteous and professional and is responsible for greeting, assisting, and serving guests within our restaurant. The Server will help assist with making the overall guest experience one to be remembered by going above and beyond.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Greeting guests as they enter the restaurant as needed
- Provide excellent customer service
- Take orders accurately through Toast
- Understand our food and beverage menus in order to sell and up-sell items
- Arrange table settings appropriately
- Cleaning and clearing tables as needed
- Deliver checks and process payments
- Seeing to the comfort of guests through answering questions, taking orders, conveying special instructions to the kitchen and bar, and serving food and beverages
- Directing guests to necessary services and features
- Staying attentive to all guests in order to provide them with an elevated dining experience
- Assisting with event preparation, setup, and tear down
- Supporting other staff to ensure guest satisfaction
- Cleaning and stocking across the overall restaurant including, but not limited to; cleaning tables, chairs, floors, restroom, polishing and rolling silverware
- Adhering to safety and quality regulations
- Additional duties as assigned

PREFERRED SKILLS

- Excellent customer service and communication skills
- Professional and polite
- Ability to work as part of a team and follow instructions
- Experience with any POS (specifically Toast)
- Great active listening and time management skills
- Positive attitude and willingness to learn

REQUIREMENTS

- Ability to meet the physical demands of the job, staying on your feet, climbing stairs, carrying heavy weight
- Flexibility to work shifts

Reviewed By:		Date:	
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Approved By:		Date:	
Last Updated By:	Lindsey Copley	Date/Time:	March 8, 2022