

# **The Cataraqui Golf and Country Club, Limited**

## **Job Description - Food and Beverage Server**

- To receive all members/guests with a friendly and personalized service.
- To ensure that our members/guests receive prompt, friendly, personalized service and leave happier and more satisfied than when they came in.
- Present menus to members/guests and answer questions about menu items, making recommendations upon request and offer assistance before leaving table.
- Apply suggestive selling of items based on the daily specials of the branch.
- Apply up selling and increase guest checks based on the menu standards.
- Provide timely and efficient service with follow up.
- Monitor and observe members/guests dining experience.
- Ensure members/guests are satisfied with the food and service. Check with each members/guests to ensure that they are enjoying their food and beverage & inform your manager if any problems occur.
- Print & Check final bill, present it members/guests, accept payment.

## **Skills**

- Serve the members/guests with the ordered food & beverages on time.
  - Giving full attention to what the members/guests are ordering
- Service Oriented — actively looks for ways to help members/guests.
  - Good Appearance and discipline.
  - Ability to be active for a full shift
- Ability to carry heavy trays & food items in a neat and tidy manner.