

**THE RESORT AT LUDLOW BAY
POSITION DESCRIPTION**

FLSA: HOURLY

POSITION TITLE: SERVER INN

DIVISION/DEPARTMENT: FOOD & BEVERAGE

REPORTS TO (TITLE): GENERAL MANAGER

SUPERVISES: N/A

DATE : 4/04/02

BASIC FUNCTION:

To service our guests in the Dining Room, Fireside Lounge, the Sunroom and any banquet room or outdoor space professionally, timely and friendly through an acquired knowledge of menus that are created quarterly, during the year.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

Must have High School Diploma or GED equivalent and meet minimum age requirements for jurisdiction (21).

1-year previous bartending experience in related hotel or resort establishment, or a customer service position with high sales exposure preferred.

Washington state food handlers permit and a Washington State Class 12-liquor service permit.

The ability to learn and sell the food items on our changing menus.

Be able to lift heavy trays weighing up to 25 pounds and spend the duration of your shift standing.

Knowledge of a P.O.S. system is a plus but will train.

Full range of wine service and knowledge preferred.

ESSENTIAL FUNCTIONS:

1. Provide and up sell wine to our guests through training and menu knowledge.
2. Request and present orders to our guests in a timely manner.
3. Communicate professionally with the kitchen staff to expedite food and beverage orders.

4. Check the Dining Room or any banquet space where functions occur thoroughly before it opens for complete and clean set-up.
5. Responsible for the organization and cleanliness of the bar area including but not limited to the stocking of the refrigerator and all china, glass and silverware.
6. Responsible for bringing all liquor and accessory items up to par levels each day.
7. Responsible for all end of shift cleaning.
8. Responsible for correctly and completely filling out tip sheets and end of shift balance sheets.
9. Set up any banquet rooms according to the B.E.O's.

MARGINAL FUNCTIONS:

1. Responsible for obtaining signatures on all forms of guest charges.
2. Communicate any food or beverage item shortages to the manager or supervisor.
3. Responsibly check in and out cash banks for use during cash functions and daily use.
4. Any other duties as assigned by the management.

ENVIRONMENT:

Work is performed indoors on various surfaces. Most of the time working with others and at times alone.

ACCOUNTABILITY:

Responsible for ensuring guest experience is positive and enjoyable. Service of staff must be attentive & friendly. Work areas must be clean & organized at all times.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside		X
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground		X
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking				X
Bending Over			X	
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing				X
Pushing/Pulling			X	
Lifting/Carrying				X
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills			X	
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X