



JOB POSTING

Position Title: Banquet Server

Date of Notice: August 25, 2021
Job Location: Boughton Ridge & Ashbury's
Start Date: ASAP
Reports to: Tom Akai, Assistant General Manager
Send Applications to: takai@kempersports.com

Property Description:

Boughton Ridge Golf Course is situated on 45 beautiful acres, the nine-hole, 2205-yard, Par 32, executive length course features contoured fairways and water on seven holes. The Lily Cache Creek meanders through five holes and feeds a large lake, which borders three holes. Ashbury's Bar & Grill at Boughton Ridge is an American restaurant and banquet hall perfect for a night out with the family, weddings, banquets and more!

Position Summary:

Greets and serves food and/or beverages to patrons for both banquets and restaurant operations.

Essential Duties and Responsibilities:

- Provide immediate attention to all members/guests upon seating, greet warmly and distribute menus.
- If local water conservation laws permit, fill glasses with ice water while guests decide upon order; answer questions and suggest menu items.
- Take member/guest food and/or drink orders.
- Turn orders into kitchen; inform cooks about any special cooking instructions.
- Assemble food on tray; procure items from each station as necessary.
- Serve meal; place dishes by courses in front of each person; serve from left of the person.
- Check back to ensure member/guest satisfaction; replenish water and butter as necessary.
- Remove soiled dishes as guests finished.
- Suggest and serve dessert, coffee, and after dinner drinks.
- Verify accuracy of prices, state and federal taxes, tips and other charges on all checks and present bill to guests.
- Handle all cash and credit cards as applicable from guest/member charges as prescribed by standard operating procedures.
- Keep tables, dining room and bus station clean and tidy.
- Advises supervisor of any complaints as soon as they occur.
- Performs side work, clean-up and closing duties as assigned.
- Attend pre-meal meetings as requested.

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- Turn in signed tip declaration form weekly (where applicable)
- Perform other duties as appropriate.

Qualifications:

- High school preferred.
- 1 year server experience preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Supervises:

Classification:

Part-time or Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

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