

Position Title: Server

Job Location: Boughton Ridge Golf Course

Start Date: TBD

Reports to: Nathan Oestreich, Assistant General Manager

Send Applications to: NOestreich@bolingbrookparks.org

Job Description

Position Summary

Greets and serves a la carte food and/or beverages to a la carte patrons in dining room, on terrace, and in bar and/or serves food and/or beverages to banquet guests in dining room, Grand View Room, and seasonal tent.

Essential Duties and Responsibilities – a la carte service

- Provide immediate attention to all members/guests upon seating, greet warmly and distribute menus.
- Serve ice water while guests decide upon order; answer questions and suggest menu items.
- Take 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 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.

Essential Duties and Responsibilities – banquet service

- Obtain banquet event order from GM, AGM or Catering Sales Manager
- Gather necessary service items and arrange banquet space to suit BEO; tables, chairs, chafing dishes, carafes, utensils, etc.
- Obtain specified food from kitchen as serve as outlined on BEO
- At conclusion of the event return the banquet space to ready status; i.e. remove all soiled ware and linen, store all banquet equipment (chafers, carafes, etc.), re-arrange furniture as needed, etc.

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Essential Duties and Responsibilities – all servers

- Must obtain and maintain Food Handler Certificate and related certificates as required by state or local ordinance.
- Keep tables, dining room, banquet rooms, and bus stations 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.
- Perform other duties as appropriate.

Education/Qualifications/Certifications

- High school preferred.
- 1year 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.

Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers
- Give and/or follow verbal and written instructions
- Visually inspect all work areas
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 50 lbs occasionally, 30 lbs frequently, and 20 lbs constantly

Supervises

None

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with some outdoor work involving patio, and on-course service. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals and solvents on a daily basis. May be exposed, from time to time, to inclement weather, potentially dangerous pesticides, herbicides, fertilizers, equipment movement hazards, and misdirected golf balls. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed at all times.

Machine/Equipment/Tools Used

Serving trays, utensils

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