



## **THE ROYAL ST. LAWRENCE YACHT CLUB**

### **JOB DESCRIPTION**

**JOB TITLE: SERVER**

**REPORTS TO: F&B MANAGER**

**DEPARTMENT: FOOD AND BEVERAGE**

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#### **SUMMARY:**

The Server is responsible to ensure that all Members and Guests enjoy superior dining service. This is achieved through efficient service of the tables. The ideal candidate will be responsible for ensuring Member and Guest expectations are exceeded within the Club standards. This position must demonstrate strong communication skills, providing exceptional customer service while maintaining a professional demeanor.

#### **DUTIES:**

- Ensure cleanliness of china, cutlery and glassware
- Remain visible and available at all times to better service Members and Guests
- Communicate with team members, including kitchen and bar staff, at all times with updates or any details for events
- Be aware of other events being run at the same time
- Prepare setup items to open the Dining Room
- Maintain a clean and tidy work area at all times
- Ensure all leftover food/beverage is discarded or placed in designated areas
- Ensure Dining Room is reset to its operational status
- Report to Food and Beverage Manager on duty upon taking breaks or ending of shift
- Maintain accurate knowledge of Dining Room Menu and Wine List
- Perform other tasks as assigned by management
- Adhere to standards, policies and procedures set by the Club and Management (i.e. Uniforms, cell phones, dress code, etc.)
- Enforce the Club's Alcohol Policy (Zero Tolerance)

**SPECIFIC FUNCTIONS:**

- Responsible for the upkeep of Food and Beverage storage areas
- Assist with the set up and breakdown of special set ups for events

**QUALIFICATIONS:**

- Excellent oral and written communication skills
- Must hold valid Smart Serve certification

**REQUIREMENTS:****HEALTH AND SAFETY:**

- Must work in compliance with the Occupational Health and Safety Act Regulation and follow in accordance to the Club's Health and Safety policies and procedures

**HOURS OF WORK:**

- Part-Time position. Able to work shifts (day/ afternoons/evenings)
- Able to work weekend shifts