



## Windsor Yacht Club

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### Windsor Yacht Club

**Position: Server**

**Accountable to: Food & Beverage Manager**

**Supervision Given: Minimal**

### Skills Required

- Minimum 2 years as Server
- Fine Dining Experience
- Advanced Wine Service Knowledge
- Thorough understanding of steps of service
- Current Smart Serve Certification up to date

### Job Summary

*Leads Members and their guests through entire dining experience. Deliver all beverages and food in a timely manner. Ensure quality, consistency and presentation standards meet or exceed Member expectations. Follows standard operating procedures for steps of service. Organize and maintain service areas including kitchen expediting area. Organize and balance Member charges accurately.*

### Job Duties and Responsibilities

- Adhere to Responsible Beverage Alcohol Service Standards
- Adhere to the limits of authorized policies, standard operating procedures, programs and budgets
- Know features and specials, par levels, out-of-stock issues, and communicate to Membership
- Be organized with all required administration and service tools each shift
- Be in your section and prepared for each shift 5 mins before scheduled
- Prepares and assists with dining room and special event set up/tear downs
- Maintains a clean and sanitary work area in all preparations and storage facilities
- Maintain condiments, side plates, cutlery stations
- Answer the phone in professional manner. Complete and deliver all messages for reservations and Management
- Promptly reports any and all accidents or injuries and unsafe conditions in the restaurant area
- Maintain patio area, monitoring weather
- Maintains and cooperates with any and all security procedures with respect to restaurant inventory
- Assists with training of service staff
- Maintain daily, weekly, monthly specials as directed by Food & Beverage Manager
- Adheres to Club policies and procedures
- Ensures that all health and safety regulations are adhered to
- Any other duties as assigned by management