

LITTLE RIVER INN

POSITION DESCRIPTION

Position Title: PM Server

Department: Restaurant

FSLA Status: Non-exempt **Reports to:** Restaurant Manager **Revised:** 1/25/2022

Position Summary: Responsible for greeting and waiting on dining room guests. Provides information on menu items and specials. Takes orders for food and drink. Serves food orders. Maintains clean and presentable work area. Position requires weekend and holiday availability.

Principle Job duties:

1. Provide friendly and efficient service to dining room guests.
2. Communicates menu and daily specials information.
3. Assist in coordinating bussers to ensure timely and efficient service.
4. Process guest payments.
5. Stock and maintain serving areas
6. Set up tables for oncoming shift.
7. Maintain a clean, safe, and neat work area.
8. Perform cleaning duties.
9. Must follow all ABC requirements for alcohol sales.
10. Count and fill out daily reports.
11. Complete side work on chart daily.
12. Maintain positive rapport with co-workers promoting teamwork.
13. Assist with setting up and serving banquets when needed.
14. Performs other duties as assigned.
15. Attend monthly staff meetings and training.

Qualifications and Skills Required:

1. Prior server experience preferably in a fine dining environment.
2. Excellent customer relations and problem-solving skills.
3. Knowledge of wines and food applications.
4. Friendly and outgoing.
5. Well organized and able to work well with other team members.
6. Ability to work well under pressure.
7. Dependable and hardworking.
8. Ability to read and write English.
10. Basic knowledge of computers and menu driven ordering systems.
11. Minimum age of 18 years
12. Maintain current Food Handler Certification

Physical Requirements:

See Attached

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PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: PM Server		Hrs. Worked Per Shift 7 hours		Hrs Worked per Week 30 to 35 hours				
Description of duties: Supervises staff. Waits on customers. Carries trays and dishes. Uses dining room computer.								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Sitting	X							
Walking				X				
Bending at waist		X						
Squatting		X						
Climbing			X					
Kneeling		X						
Crawling	X							
Twisting at Waist		X						
Hand use grasping			X					
Reaching above shoulder		X						
Pushing/Pulling			X					
	Lifting Requirements			Carrying Requirements				
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs			X				X	
11-25 lbs			X				X	
26-50 lbs		X			X			
51 -75 lbs		X			X			
75-100 lbs		X			X			
Environmental Factors								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		May drive Inn vehicles				
Walking on uneven ground		X		Paved pathways and steep hills				
Climbing Stairs		X		Walking to and from Garden Dining Area				
Exposure to excessive noise			X					
Exposure to Temp extremes		X		When working in outside Garden Dining Area				
Exposure to dust, gas, chemicals or substances		X		Mild concentration of cleaning compounds				
Use of Special protective equipment		X		Face mask and occasionally disposable gloves				

I have read the above and can perform this job as described. _____

Employee Signature: _____

Without accommodation

With accommodation*

Describe the accommodation