

# Food & Beverage

**Position:** Service Assistant  
**Reports to:** Food & Beverage Director and Supervisors  
**FLSA Status:** Hourly  
**Prepared by:** F&B Director  
**Approved by:** F & B Director

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## **Essential Function:**

Responsible for maintaining a high level of quality service, while insuring the member/guest is given friendly, attentive and efficient service in the dining room and grill at all times.

### **1. Specific Responsibilities:**

- Complete all necessary opening duties in a timely manner.
- Resetting tables for the next guests.
- Politely clearing dirty dishes as guests finish eating.
- Assist in serving water and bread to guests.
- Assist service staff in table maintenance, i.e. refilling waters, ice tea and coffee, bread.
- Assist servers in serving salads, soups, non-alcoholic beverages and entrees as needed.
- Complete all side work as posted
- Clean and prepare all out patio tables in a timely fashion. This includes chairs, chair arms and cushions.
- Take out trash and dirty linens and replace with clean linen bag.
- Complete specified closing duties and reset dining room for next meal period.
- Sanitize all work stations prior to, and after each shift.
- Test and change dish machine and sanitizer chemicals.

### **2. Physical, Qualifications and Operation Demands:**

- Must be able to lift up to 50 Lbs.
- Must be able to stand for long periods of time
- Must be able to communicate positively, effectively and professionally to supervisors, guests and co-workers.
- Must be able to perform multiple tasks in a fast paced stressful environment.
- Upon hiring, you are required to provide a current Maricopa County Food Handler's Card.

### **3. Authority refers to the power vested in the individual by management.** Ability to take a requested order then relay it to the appropriate server or a supervisor

- Able to approach hostess stand and communicate open/available tables
- May NOT verbally re-order any food or drink from kitchen or bar

**This job description is not "all inclusive" and may be modified as needed. Additional responsibilities may be added at the discretion of Food and Beverage Management, Supervisor or the General Manager.**