

ETHOS VEGAN KITCHEN
JOB DESCRIPTION
SERVER

Title:	Server
Reports To:	General Manager, Manager, Key Employee (Manager-On-Duty)
Schedule Range:	One half hour before opening to one hour after closing
Employment Type:	Full-Time or Part-Time
Compensation:	Hourly Server Wage plus Tips

POSITION SUMMARY

Provide friendly, responsive service to create an enjoyable dining experience for our guests. Welcome guests upon arrival. Take guest orders and deliver food and beverage to table. Collect payment. Maintain cleanliness and working order of dining room and all other guest areas. Perform other duties on an as-needed basis.

DUTIES & RESPONSIBILITIES

- Welcome and greet guests.
- Take food and beverage orders from guests and accurately enter orders into our point-of-sale system.
- Inform guests of specials and menu changes, and offer guest recommendations when requested.
- Answer questions about our food, beverages, facilities and other restaurant functions and services in an accurate and friendly manner.
- Fill drink orders.
- Deliver food from kitchen to guest's table in a timely, efficient and sanitary manner.
- Monitor and observe guests dining experience. Ensure guests are satisfied with the food and service. Respond promptly and courteously to any requests.
- Prepare final bill, present check to guest, and accept payment.
- Thank guests for their visit and invite them to return.
- Bus and clean table tops and chairs. Check floor and clean as required. Reset and sanitize tabletops.
- Collect tableware, silverware, glassware, etc. at bus station, and transfer to dish area.
- Maintain a clean, organized, sanitary and stocked work area.
- Keep all guest areas clean, sanitary, and welcoming.
- Complete opening and/or closing task checklists.
- Perform side work as required by service station assignment.
- Be able to bank out properly, following cash handling protocol.
- Inform Manager-on-Duty immediately of any guest service issues, supply shortages or equipment problems.
- Perform other duties as assigned by the Manager-on-Duty.
- Report to work on time as scheduled, in uniform, and ready to work.
- Comply with all company policies and attend all scheduled employee meetings.

QUALIFICATIONS

- Have a minimum of 1 year experience in a full service restaurant environment.
- Possess excellent people skills.
- Be able to work effectively as part of a team.
- Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- Be able to stand, walk, lift and bend for long periods of time.
- Be able to easily lift and carry up to 40 pounds.
- Be able to reach, bend and stoop.
- Be able to communicate clearly and effectively in English.
- Be at least 18 years of age.