



**Title:** Catering Server  
**Reports to:** Events Coordinator/Manager  
**Job Classification:** Part-Time & Full-Time Hourly - Non-Exempt

### **Job Description**

As a team member of The Waterfront Restaurant and Tavern, your job is to fulfill our mission, be part of our vision, and work in support of our philosophy while fulfilling the job responsibilities listed below. This position is an integral role in meeting the expectations we hold for ourselves, as well as those our guests hold for The Waterfront. Creating an exceptional dining experience for customers by listening, being friendly, having a relaxing demeanor, being courteousness and providing quick service are the expectations of this position.

You will be paid competitively with opportunity for additional benefits. Your success will be measured through favorable reviews and your ability to meet stated objectives.

### **Job Responsibilities**

- Consistently serve beverage and food in accordance with established policies and procedures
- Set up for events, move furniture, carry trays, serve guests and clean up after event's conclusion
- Provide assistance to catering managers in the serving of guests to ensure positive guest experience
- Attend pre-shift meeting in order to learn function specifics, including bar specs and guest expectations
- Greet and welcome guests and respond to their requests in a friendly and courteous manner
- Quickly remove dishes as guests finish each course
- Reset banquet room in accordance with the supervisor's specifications to ensure the readiness of the room for other functions
- Complete pull lists and set up shifts
- Roll linen, set and clear tables, roll and set chairs, assemble/disassemble dance floor
- Operate dishwasher, organize small wares and dish storage
- Set up buffets
- Assist in food prep and plating
- Follow attendance rules
- Attend all employee meetings and trainings beyond scheduled shifts as required
- All other related responsibilities assigned by management
- Uphold health and safety standards
- Adhere to grooming and appearance standards
- Adhere to TWF policies, laws and requirements pertaining to serving alcoholic beverages
- Learn and demonstrate all TWF standards of service

### **Other Skills & Abilities**

- Ability to work well with others
- Attention to detail in creating banquet space to specifications
- Understanding of storage, sanitation and safety procedures
- Ability to operate appropriate equipment and demonstrate its proper operation to others
- Ability to effectively plan and execute flow of work
- Ability to demonstrate familiarity with various service techniques
- Have basic knowledge of service standards, guest relations, etiquette, and food and beverage preparations
- Ability to work long/late/early shifts

## **Physical Requirements**

- Frequently walking and standing, possibly extended distances, while carrying trays
- Ability to climb stairs when necessary
- Frequently lift/carry up to 25 lbs
- Occasionally lift/carry up to 50 lbs
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity
- Ability to work long hours, which can become strenuous on the body

*This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. Further, this job description is a living document and intended to evolve as the company and position needs evolve.*

## **Signatures**

Employee: \_\_\_\_\_

Event Coordinator/Manager: \_\_\_\_\_

*Created: September 2015*