

Charmant

Title: Server Assistant
Reports to: Food and Beverage Manager
Job Classification: Part-Time Hourly/Non-Exempt

The Charmant Hotel is an independent hotel on the banks of the Mississippi River. A transformed century-old candy factory featuring exposed brick, classic French interiors, and charm of the former building. The Charmant Hotel offers an exceptional venue that pairs Parisian sophistication and style with warm Midwestern hospitality. The hotel has 67 incomparable guest rooms, a restaurant with ample outdoor seating, a lounge and a rooftop bar, as well as functional event space for meetings and corporate gatherings. The hotel will take a sustainable and thoughtful approach to food, sourcing from local farmers and purveyors and producing regional new American cuisine based on classic French technique.

Job Responsibilities

- Provide exceptional hospitality to/interaction with guests and coworkers
- Provide guests with water, coffee/tea, and bread service throughout the meal
- Rearrange the table in conformity with the standards of the restaurant, by setting up glasses, napkins, plates and utensils
- Ensure the floor area and the chairs around the table are clean
- Bus used and unneeded dishes and glassware from guests tables to the dish cleaning area
- Scrape and stack dirty dishes, and carry dishes and other tableware to the dish cleaning area
- Restock the service station and refill beverage stations
- Run plated food
- Maintain the cleanliness and safety of all common areas and service stations; clean up spilled food, drink and broken dishes, polish silverware and glasses
- Set up and break down dining room and service stations as directed; including movement of dining furniture
- Ensure bar area has ice and clean glassware
- Ensure restaurant and surrounding areas are aesthetically pleasing and kept to high standards for The Charmant, including dining room, tavern, waiting area and restrooms
- Adhere to grooming and appearance standards
- Attend all employee meetings and trainings beyond scheduled shifts as required
- All other related responsibilities assigned by management

Other Skills & Abilities

- Ability to work well with others Must have a high school education or equivalent experience
- Have basic knowledge of service standards, guest relations, and etiquette

Work Environment

- Standard restaurant setting
- Standard kitchen setting
- Standard Banquet setting
- Standard Room Service setting
- Professional, passionate and positive work environment

Physical Demands:

- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, listening and hearing ability and visual acuity
- Prolonged standing

The Charmant Hotel does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws. The Charmant Hotel is a smoke-free, drug-free facility, and equal opportunity employer.

Signatures:

Date: _____

Date: _____