



Job Title: Server	Classification: Non-Exempt
Reports to: General Manager	Location: Capers Cafe
Last Updated: February 25, 2019	Status: Full Time

### **Server**

The Server position is responsible for ensuring customers have a positive dining experience by taking orders and addressing the needs of the guests. This position provides fast, efficient, and courteous service. The server meets with managers and chefs before each shift to discuss the menu or specials and review ingredients for potential food allergies.

### **Primary Job Responsibilities**

- Greet customers, present menus, and explain daily specials to customers
- Answer questions related to menu items
- Take food and beverage orders from customers
- Relay food and beverage orders to the kitchen staff
- Prepare drinks and food garnishes
- Carry trays of food or drinks from the kitchen to the dining tables
- Remove dirty dishes and glasses, and clean tables after customers finish meals
- Prepare itemized checks and take payments from customers
- Clean and set up dining areas, refill condiments, roll silverware into napkins, and stock service areas
- Operate POS system quickly and efficiently
- Follow proper cash, credit, and additional payment method procedures
- Communicate directly with the floor manager/expeditor for ticket updates
- Maintain restaurant in clean and presentable condition
- OLCC log filled out daily
- Other duties as assigned

### **Job Requirements**

- High School diploma/GED
- 3+ years serving experience
- 3+ years working in a restaurant environment
- Must have current OLCC and food handler's card
- Able to follow instruction and work as part of a team, as well as independently

### **Required Skills**

- Must have high level of mobility/flexibility
- Must possess high level of coordination
- Ability to communicate in an active restaurant environment

### **Physical Demands**

- Must lift and carry up to 40 pounds
- Requires frequent reaching, bending, pushing and pulling
- Exposure to heat, steam, smoke, cold and odors
- Requires continual standing and walking
- Must be able to work irregular hours under heavy stress/pressure during peak times

Please note this job description is not to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notices.

Capers Café & Catering Company is an EO employer and committed to the principle of equal employment opportunity for all applicants and employees and to providing employees with a work environment free of discrimination and harassment.

### **Signatures**

This job description has been approved by the President of Capers Café & Catering Company.

President: \_\_\_\_\_

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