

Dining Room Server

DIVISION/DEPARTMENT: *Food and Beverage*

LOCATION: *Bozeman, Montana*

JOB TITLE: *Dining Room Server (MT A)*

REPORTS TO: *Dining Room Supervisor*

NUMBER OF DIRECT REPORTS: *0*

JOB SUMMARY: *The Dining Room Server is responsible for creating a fine dining experience to guests while dining at the Ranch.*

Level of supervision:

- Minimal
 Moderate
 Close

FLSA Status:

NONEXEMPT

Overtime/weekend work
required?

- Yes
 No

Travel required?

- Yes
 No

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take orders from patrons for beverages, special items not on the buffet, and for meals not served buffet style. Notify kitchen and bartenders of the items ordered and serve guests.
- Check with guests to ensure they are enjoying their meals and take action to correct any problems.
- Recognize guest intoxication levels and report it to the appropriate personnel.
- Perform dining room preparation duties including resetting tables for the next meal, changing the table linens, polishing glass and silverware, stocking the buffet, preparing beverage stations, and filling condiment containers.
- Perform dining room cleaning duties including clearing tables of dishes and glasses, sweeping, and mopping the floors, and cleaning server area, bar, buffet and beverage stations.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS AND SKILLS:

- Ability to speak and read English.
- Must be able to follow directions and work independently.
- Ability to problem solve and respond to difficult customers in a professional manner.

WORK EXPERIENCE REQUIREMENTS:

- Previous dining room serving experience of 1-2 years is preferred, but not required.

EDUCATION REQUIREMENTS:

- High School Diploma or Equivalent.

PHYSICAL REQUIREMENTS OF THE JOB (i.e. LIFTING, WALKING, CLIMBING, etc.):

- Ability to frequently lift and carry objects weighing 35 lbs., occasionally lift and carry objects weighing 50 lbs.
- Ability to work while standing and walking for up to 8 hours.

Note: Nothing in this job description shall constitute a contract of employment or a contract or agreement for a specified term of employment, nor does it restrict management's right to assign or reassign duties and responsibilities to this job at any time.

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- Manual dexterity with repetitive motion.

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Updated/created by: KFS Consulting

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