



Job Description

Job Title: Suite Server

Reports to: Operations Manager

Summary: Provide all guests with quality dining experience in an efficient and professional manner. To provide distinctive high quality food and beverage related services on behalf of Culinaire International. Strive to create team oriented and safe work environment with fellow staff and associates while providing our guests with first class service.

Responsibilities

- Ensure compliance with health and safety codes and policies.
- Communicate effectively with peers, supervisors and subordinates.
- Exhibit a positive, enthusiastic attitude committed to a teamwork effort.
- Assume all duties and responsibilities as assigned by department head.
- Knowledge of, and compliance with, all items covered in the Culinaire International Associate Handbook.
- Must follow specific job duties in opening/closing and side duties.
- Must perform wait and service standards within specific time frames or in a timely manner.
- In-depth knowledge of menu and an ability to describe a "flavorful" description of all menu items.
- Responsible for knowing prices of menu items.
- Assist our guest in whatever way possible to ensure a pleasurable dining experience.
- Deal with customers in a professional manner, to the degree of which our guests are fully satisfied.
- Inform management of all comments, requests, suggestions, and concerns from guests.
- Responsible for accounting and collecting of payment for product and services rendered, where applicable.
- Responsible for handling accurate and efficient cash transactions.
- Responsible for completing all opening, daily, and closing procedures and duties assigned by department head.
- Responsible for accurate handling of cash register and making change.
- Must attend and participate in pre-shift meetings.
- Increase sales by using suggestive selling techniques.
- Complete any and all tasks as assigned by any member of management.

Qualifications/Skills

- Minimum of six (6) months of food handling, cash handling and Point of Sales experience.
- High School graduate or GED, preferred.
- Must speak, read, write, and understand fluent English.
- Must be mature and responsible.
- Must present a neat, professional, well-groomed appearance.
- Must be able to handle a fast-paced environment.
- Must be pleasant, outgoing, and attentive.
- Must be able to work flexible hours. (i.e. weekends, evenings, holidays)
- Must be able to work independently with minimal supervision and maintain a high level of energy.
- Must be able to lift and carry a tray or push/pull a cart, up to fifty (50) pounds.
- Must be able to push/pull up to fifty (50) pounds.
- Must be able to stoop, kneel, crouch, lift, reach, and handle easily and skillfully.
- Must be able to perform routine work with repetitive motions.
- Must be multi-task oriented.

- Must be ABC certified.
- Must be Food Safety certified.
- Must be committed to excellent customer service.
- Must be able to use hands and fingers skillfully and easily.
- Must be able to stand and or walk for varying lengths of time, sometimes for long periods.
- Must be able to perform the four (4) basic arithmetic operations. (addition, subtraction, multiplication, division)
- Must have exceptional communications skills, both oral and written.
- Must possess and practice interpersonal communication skills.

I HAVE READ AND UNDERSTAND THE ABOVE JOB DESCRIPTION

Associate's Signature

Print Name of Associate

Date

*****Please email Joe Garcia at joe.garcia@tobincenter.org to request an application*****