

Cocktail Server Job Description

- Greet guests in a friendly, positive manner and make them feel at home.
- Exhibit selling techniques cum proper knowledge, and service delivery of both alcoholic and non-alcoholic beverages.
- Utilize silent service approach and maintain a clean environment.
- Itemize bills correctly and secure payment as required.
- Bid guests farewell by using guest's name when known, and inviting them to come back.
- Replace inserts, clean menu covers, and maintain professional appearance of the area.
- Answer telephones in service areas.
- Direct calls where necessary.
- Maintain clean environment.
- Maintain high level of professionalism that will attract guests to want to return to the property.
- Respond appropriately to guest needs and do so with a sense of urgency.
- Performs other job related responsibilities when assigned.