

Food Server Job Description

- Carry silverware, linen on trays, food and/or use carts to carry trays.
- Arrange food servings on trays according to orders by customers.
- Prepare food items such as soups, sandwiches, salads, and beverages.
- Examine trays to be sure that they contain items required.
- Load trays with accessories, such as condiments, napkins, and eating utensils.
- Monitor distribution of food, ensuring that meals are delivered accordingly and that guidelines are followed, such as those for people on special diets.
- Remove stack dishes and trays for return to kitchen after customers finish eating.
- Stock service stations with items like straws, napkins, and ice.
- Take food orders and communicate such to serving counters or kitchen staff so they can be filled.
- Clean and sterilize kitchen utensils, dishes, equipment, and facilities.
- Find out where patrons would like to have their meals and help them get sited.
- Monitor serving techniques and food preparation to make sure that proper procedures are followed.
- Record types of special food items served to customers and their amounts.
- Calculate amount of orders taken, present such to customers, and accept payment for services.