

Food and Beverage Server Job Description

- Greet customers, make suggestions, answer and present the menu
- Answer all questions about beverages and the food
- Take orders and send them to kitchen staff through the POS system
- Ensure quality service in the dining room and serve meals
- Prepare and serve dessert
- Prepare the bills for beverages and meals ordered, take the cash and make change, and then balance daily transactions
- Take reservations and greet the take-out counter customers
- Use sales techniques to retain customers and attract more
- Apply health regulations relating to cleanliness
- Apply safety regulations
- Comply with equipment usage guidelines
- Comply with maintenance guidelines for the restaurant
- Ensure your work area is clean
- Organize your work and work area professionally
- Clean and clear the dining room tables
- Do all other tasks as required by the supervisor.