



# DESERT HIGHLANDS

## Job Description

**Job Title:** Server Assistant/Food Runner

**Department:** Food and Beverage

**Reports To:** Food and Beverage Managers

**FLSA Status:** Non-Exempt

**Revised:** September 2013

### Primary Purpose:

The Server Assistant is to assist the food server in assuring prompt and polite service to the members and their guests. As an assistant to the a la carte/banquet server, they are responsible for preparing service stations, assisting in the service to members and their guests, clearing and resetting tables, removing all trays from the dining/banquet rooms, and cleaning and closing service stations.

### Essential Functions:

1. Assists servers in their tasks.
  2. Serves water, bread and butter as guests are seated.
  3. Ensures all service stations in the kitchen are stocked and ready for service.
  4. Removes soiled dishes from table; brings to dish washing area.
  5. Completes set up and teardown of banquet and dining events as assigned.
  6. Carry food trays to tables using the correct seat positions on the ticket. Place entrée to the correct seat positions accordingly, serving the women first.
  7. Sets tables with silverware, glassware and other items.
  8. Polishes silverware before and after shifts.
  9. Cleans dining room areas.
  10. Removes soiled linen, restocks work area with clean linens.
  11. Stocks servers' station with supplies.
  12. Restocks bus station continually with ice, coffee, teas and other supplies.
  13. Collects trash from dining room, grill and other specified places after each serving period.
  14. Maintains cleanliness of all dining and patio areas.
  15. Dusts chairs before and after meals.
  16. Keeps ice bins and buckets filled.
- When there are special events:
17. All meeting rooms and function areas are to be opened one half hour prior to the schedule of the meetings and functions.
  18. Emptying trash from meeting rooms and function areas.
  19. Verify that all scheduled functions are exactly set according to Banquet Event Order specifications.

20. Be responsible that all public areas adjacent to banquet functions are clean and presentable.
21. Storing equipment and materials properly and in the correct areas.
22. Ensure that all storerooms and equipment storage areas are orderly and clean. Setting up meeting indoor and outdoor banquet function areas with the appropriate equipment and materials including tables up to 50 lbs, chairs, glasses, china and any other items requested.
23. Inspect equipment for defects, cleanliness, or any maintenance that needs to be completed and report to supervisor.
24. Setting lighting, props, floral arrangement, decoration, etc., to support the needs of the Banquet Event Orders.
25. Be responsible for setting coffee breaks, according to Food and Beverage standards.
26. Picking up and returning related function linens to proper locations.
27. Make sure that meeting, reception, lunch and dinner function requirements are handled according to time schedule.
28. Prepare all banquet functions for the following day according to the supervisor's directions and Banquet Event Order.
29. Perform other duties as assigned.

*Required Qualifications:*

- Less than High School Education; or up to one month related experience or training; or equivalent combination of education and experience.
- Food Handlers Certificate.
- Must be Nineteen Years of Age (To serve alcohol).
- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal as well as written and oral communication skills.
- Reliable and predictable attendance.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

**Physical Demands & Work Environment:**

- Position is in busy, non-smoking restaurant in a private residential community in N. Scottsdale.
- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, crawl, and walk.
- Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
- The employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and risk of electric shock.
- The noise level in the work environment is usually moderate.

This job description serves as a general overview of the job duties that this position requires. I acknowledge all of the duties that my job entails and that I may be assigned others at the discretion of

the Desert Highlands Management. I do understand that although these are my direct responsibilities, I am a team player and will help others.

---

Employee Printed Name

---

Employee Signature

---

Date