**SERVER JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Auntie Jan’s BBQ

**Address**: 765 Jade Street, Sprout, MA 12345

**Phone**: 555-684-2487

**E-Mail**: jan@auntiejansbbq.net

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Server

**Reports to**: Jan (Owner)

**Job Location**: 765 Jade Street, Sprout, MA 12345

**Start Date**: June 30, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 20 Hours per week

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| **JOB DESCRIPTION** |

We are looking for a part-time waiter or waitress to join our staff. The server will provide excellent customer service and will work efficiently with the kitchen staff to deliver food accurately and quickly.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Take customer food orders; | * Recommend menu items; |
| * Provide attentive customer service; | * Process customer payments; |
| * Problem-solve complaints; | * Maintain knowledge of the menu; |
| * Help with cleaning; | * Communicate well with staff. |

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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Customer service; | * Efficient notetaking; |
| * Friendly and positive; | * High school diploma; |
| * Able to manage money; | * Remain calm under pressure. |