

SERVER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Auntie Jan's BBQ

Address: 765 Jade Street, Sprout, MA 12345

Phone: 555-684-2487

E-Mail: jan@auntiejansbbq.net

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

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

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