



The Club at New Seabury

Food & Beverage

Server Assistant

Position Overview

Responsible for cleanliness of the dining room including set up of tables before, during and after meal service; assist food servers with miscellaneous tasks in a timely manner. Maintains a friendly and positive image of the club. Ensures the highest standards of excellence.

Essential Duties & Responsibilities:

- Assists Servers in their set-up, service and clean-up tasks.
- Serves water to members and guests upon being seated.
- Assists in carrying food trays to tables.
- Removes soiled dishes from table; brings to dish-washing area.
- Removes soiled linen and replaces with clean linen; transfers to linen pick-up area..
- Sets tables with silverware, glassware and other items.
- Cleans dining room areas.
- Stocks servers' station with supplies.
- Collects trash from dining room, grill and other specified places after each serving period.
- Dusts chairs before and after meals.
- Keeps ice bins and buckets filled.
- Sets-up, empties and cleans salad bar.
- Cleans and stores child high chairs and booster seats.
- Takes packaged take-out orders to member pick-up.
- Folds napkins and bread basket linens.
- Cleans-up spills, broken service ware and attends to similar problems during service with minimal disruption to diners.
- Assists Dining Room Manager and other employees in assuring that the club's policies and procedures for serving alcoholic beverages are consistently followed.
- May assist banquet personnel in setting-up, serving and cleaning up after banquet functions.
- Polishes silver service items.
- Attends pre-service training (line-up meeting).
- Moves tables and chairs as needed for the next member and guest diners.
- Re-sets tables at end of shift for the next meal period.
- Assists with banquet and buffet setup.
- Helps to maintain a fully stocked buffet.
- Performs other appropriate duties as assigned.

Knowledge, Skills, and Abilities

- Follows all club guidelines pertaining to table setting, order taking and sequence of service.
- Knows and is able to communicate the menu items and daily specials.
- Knowledge of and ability to perform required role during emergency situations.
- Works in a timely manner with expediency.

Credentials and Experience

Minimum of one year work experience in a fine dining environment preferred.