



## JOB DESCRIPTION

---

**Position:** Server/Waiter  
**Department:** F&B  
**Reports To:** Executive Chef F&B/Restaurant Manager

**Applicant Name:**

---

### **POSITION OVERVIEW:**

Responsible for delivering a high level of professional service to all customers, creating a dining experience that is "priceless" to every person.

### **RESPONSIBILITIES/ESSENTIAL DUTIES**

- Delivers a high level of food and beverage service in accordance with department and company's standards.
- Greets guest promptly and in a friendly manner
- Report for work punctually at scheduled time and in accordance with dress code and appearance standards.
- Possess detailed knowledge of all food and beverage menus including alcohol and non-alcohol list
- Take beverage orders promptly and courteously and submit to bartender for preparation
- Responsible for setting up all tables according to establish standards and BEO specifications.
- Ensure that all service utensils, silverware and dishware are clean and free of cracks, chips fingerprints and food debris.
- Complete all pre-shift side work, ensuring that side stands are fully stocked, monitor assigned station throughout service, observing and seeing to guest needs.
- Maintain a clean and orderly work area throughout shift
- Check periodically with guest during meal to ensure complete satisfaction of food, wine and beverage service.
- Adhere to all sequence of service and standards
- Attend daily line-ups, meetings and training when required to
- Empty, replace and clean dirty ashtrays on tables regularly during service according to standards

Cont.

- Carry food items in proper manner so that spillage and accidents are at a minimum
- Adhere to policies, procedures, condition and regulations as set out in the company's employee Handbook
- Adhere to company's fire and safety procedures
- Maintain a valid health certificate
- Have a thorough knowledge of Clayoquot Wilderness Resort facilities
- Perform other duties as may be assigned to ensure the efficient operation of the restaurant

**REQUIREMENTS: QUALIFICATIONS/EXPERIENCE/SKILLS**

- Restaurant experience as a Food server or cocktail server
- Strong command of the English language and how to apply in formal and informal settings.
- Strong communication skills
- Interpersonal Skills and ability to interact with a diverse range of personalities.
- Maintains company issue uniforms in accordance with outlined standards
- Maintains company's established appearance and grooming standards
- Fosters a good working relationship with other employees, communicates effectively to create a good understanding
- Adherers to company's fire and safety procedures
- Reports to work punctually as scheduled in required uniform in compliance with all company standards

**N.B. This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the Department.**

Activities	(0-10%)	(11-24%)	(25-59%)	(60-100%)
	Rarely	Occasionally	Frequently	Regularly
Standing				☐
Sitting	☐			
Walking				☐
Lifting and Carrying			☐	
Pushing/Pulling/Bending				☐
Stairs			☐	
Stoop/Kneel/Crouch			☐	
Speaking				☐
Hearing				☐
Maximum Weight Carried (male): 30 kg.			☐	
Maximum Weight Carried (female): 20 kg.			☐	
Average Weight Carried (male): 20 kg.				☐
Average Weight Carried (female): 15 kg.				☐
Sustained Visual Concentration			☐	
Sustained Mental Concentration			☐	
Repetitive Motion			☐	

