



**Position Title:** Part-Time Server  
**Reports To:** Manager and Assistant Manager  
**Department:** Miami Culinary Institute  
**Prepared By/Date:** Donna French/09-23-2011  
**Approved By/Date:** John Richards/09-26-2011  
**Revised:**

**Job Code:** 8606T  
**Job Group:** Class-R  
**Salary Grade:** S1  
**FLSA Status:** Non-Exempt

**Summary:**

This position provides proper service to the guests of the Root Cellar and 5 Diamond restaurants in a friendly manner that is consistent with the vision of the Miami Culinary Institute and the goals of the restaurant. The primary function is to provide high quality customer service and process food and drink orders efficiently and correctly.

**Essential Duties and Responsibilities:**

- Welcomes guests in a positive fashion
- Takes food and drink orders and enters information properly into MICROS
- Provides knowledge of food, wine and drink menu items and relays information to customer
- Monitors timing of guest experience
- Uses care when delivering and clearing food and drink items to guests
- Works at a fast pace and efficiently to provide proper customer service
- Receives payments for services rendered and accounts for cash and credit card transactions
- Restocks supplies, tablecloths, cutlery, glasses and plates in absence of Busser
- Assists with dining room maintenance
- Provides understanding of proper table numbers and position number sequencing
- Communicates customer problems and issues effectively to management
- Maintains clean work areas
- Adheres to all safety and sanitation regulations in all outlets
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Demonstrates diplomacy and ability to establish a positive relationship with all internal/external users, staff and management
- Possess effective verbal communication skills
- Knowledge of proper and safe food handling
- Ability to adhere to work schedule and restaurant grooming standards
- Ability to adhere to personal protective equipment safety standards where applicable
- Ability to take direction and carry out instructions
- Ability to work in a demanding and fast paced environment
- Ability to work a flexible schedule to include evenings, weekends, and holidays
- Ability to function well in an advanced food-energy-business technological environment
- Ability to work in a multi-cultural and multi-ethnic environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties in this job, the noise level in the work environment is usually moderate to loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk. This position requires standing for long periods of time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to lift/carry, push/pull up to 40 lbs.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Minimum of one (1) year experience in a Server role within the culinary field or enrollment in Culinary Arts Program courses
- Training courses completed within sixty days of employment; to include but not limited to, Food Handlers, Beverage and Alcohol, and Responsible Vendors Certifications

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name