



## **JOB DESCRIPTION: SERVER ASSISTANT**

**Reports to:** Restaurant Manager

Server Assistants act as food runners, bussers, glass polishers and barbacks and are responsible for supporting servers, the bartender, maitre'd, and restaurant manager. The communication between the wait staff, kitchen and management must be clear and direct as this position is the catch-all, to ensure that every guest has a perfect experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- To assist servers in their tasks.
- To serve water, bread and butter as guests are seated.
- To ensure all service stations in the kitchen are stocked and ready for service.
- To remove soiled dishes from table; bring to dish washing area.
- To carry food to tables using the correct seat position.
- To set tables with silverware, glassware and other items.
- To polish silverware before, during and after the shift.
- To clean dining room areas.
- To remove soiled linens and restock work area with clean linens.
- To restock server and drink stations with ice, coffee, teas and other supplies.
- To maintain cleanliness and collect trash and debris from all dining areas or other specified areas after each serving period.
- To keep ice bins and buckets filled.
- To ensure proper cleanliness and appearance of the Bar.
- To ensure all areas of the bar are fully stock, IE; fruit, garnishes, ice bins, mixers and juices.
- To help the Bartender stock the bar with wine, liquor and beer. Before, during and after service. Change empty beer kegs and restock napkins, toothpicks and other supplies.
- To replenish empty trays and to keep the bar can liners empty and clean.
- To have a solid understanding of the menu and drink recipes, and to be able to explain all items on each plate.
- To make sure that Company Policies, the Vision Statement and Departmental Objectives are followed and utilized at all times.
- *Please note: management reserves the right to change, modify, and/or alter any of the duties listed above to meet business demands).*

### **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 the job, the employee is regularly required to stand, use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is frequently required to walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.
- While performing the duties of this job, the employee is regularly exposed to heat from the stoves and burners. Daily activities involve the use of knives, slicers, mixers, etc. The kitchen floor may be slippery and wet. Hot liquids in large containers are moved and must be carefully transported.
- The noise level in the work environment is usually loud.