



# GREYSTONE

GOLF & COUNTRY CLUB

## Position Description

**Position Title:** Server / Bartender

**Department:** Food & Beverage

**FLSA Status:** Non-exempt PT/FT

**Reports to:** Restaurant Manager

**Compensation Format:** Hourly Rate + Gratuity

---

### Position Summary:

In accordance with the principles of Greystone Golf & Country Club, our food & beverage staff will greet all Members and Guests in a friendly & professional manner and provide the utmost quality of service. We are looking for an energetic and dedicated individual to join our staff.

The work schedule varies seven days a week, early afternoons to late evenings, including weekends and holidays.

### *Essential Functions:*

- Arrives on time for shift and in proper uniform
- Prepares room for dining by clothing tables and setting decorations, tableware, and menus
- Provides a dining ambiance of relaxation, efficiency, and accuracy
- Serves members by providing information to help food and beverage selections; presenting ordered choices; maintaining dining ambiance
- Assists members in their dining experience by presenting menu; offering cocktails/aperitifs; suggesting courses; explaining chef's specials; identifying appropriate wines; answering food preparation questions
- Transmits order to bar & kitchen by recording patron's choices, identifying patron's special dietary needs/requests
- Communicates updates and changes to kitchen staff
- Serves orders to members from kitchen and bar, delivering accompaniments & condiments
- Anticipating needs of members and delivering upon those needs
- Maintains table setting by removing courses as completed; replenishing utensils; refilling glasses; addressing any spills
- Obtains revenue by totaling all charges; issuing bill; receiving payment delivering bill and payment to host; returning check; acquiring signature on receipt
- Contributes to team effort by accomplishing related tasks as needed

### *Requirements:*

- Ability to work extended periods of time on your feet
- Ability to lift at least 25 lbs
- At least 1-year of customer service experience
- Serving Experience desired but not required



**GREYSTONE**  
GOLF & COUNTRY CLUB

**Effect of End Result:**

The effectiveness of this position can be measured when the various job segments are being met, members are served in an accurate and efficient manner, teamwork allows the business to thrive, and the events are executed accurately, efficiently, and professionally.

---

Employee Signature

Date

Note: This is a summary and not an exhaustive list of all responsibilities, duties, performance standards or requirements, efforts, skills, or working conditions associated with this job. While it is intended to reflect the current position accurately, management reserves the right to revise the job or require that other or different tasks be performed when circumstances change.