



JOB POSTING

Date of Notice: July 24, 2017

Position Title: **SERVER**

Job Location: Bandon Dunes Golf Resort
Gallery Restaurant

Position Reports To: Food & Beverage Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Road, Bandon, OR 97411
Fax: 541-347-5850
jobs@bandondunesgolf.com

Primary Duties:

- Provide immediate attention to all guests upon seating, greet warmly and distribute menus.
- Fill water glasses with ice water while guests decide upon order; answer questions and suggest menu items.
- Take food and/or drink orders.
- Turn orders into kitchen; inform cooks about any special cooking instructions.
- Assemble food on tray; procure items from each station as necessary.
- Serve meal; place dishes by courses in front of each person; serve from left of the person.
- Check back to ensure satisfaction; replenish water and butter as necessary.
- Remove soiled dishes as guests finish.
- Suggest and serve dessert, coffee, and after dinner drinks.
- Verify accuracy of prices, taxes, tips and other charges on all checks and present bill.
- Handle all cash and credit cards as applicable from as prescribed by standard operating procedures.
- Keep tables, dining room and bus station clean and tidy.
- Advises supervisor of any complaints as soon as they occur.
- Performs side work, clean-up and closing duties as assigned.
- Attend pre-meal meetings as requested.
- Report tipping as required.
- Perform other duties as appropriate.

Minimum Qualifications:

- High school graduate or equivalent preferred.
- 1year server experience preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 50 lbs occasionally, 30 lbs frequently, and 20 lbs constantly

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.

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