



## Server

Roepke's Village Inn (Charlesburg) is hiring for the Server position. Flexible part-time shifts including evening and weekends are available. Server experience not required. With tips, this position can earn between \$15-\$40/hour.

**Position Summary:** Server takes orders, answers questions about the menu and food. Serves guests in a courteous, helpful and prompt manner. Server takes payments, communicates orders with the kitchen staff, seats customers and helps with customer service and clean-up(s). The main responsibility for this position is to deliver food to customers in a friendly, professional and knowledgeable manner.

### Essential Functions:

- Prepare the dining room(s), kitchen area and salad bar for shift; reverse at end of shift
- Greets customers cordially within a few minutes of being seated
- Presents menu and explains accurately any questions customer may have
- Take food and drink order - use the POS terminal to transmit customers choices
- Checks customers identification as to confirm legal drinking age
- Pick up order in kitchen or bar promptly
- Serve a complete meal to all persons at each table in your assigned section
- Maintains table tidiness by removing courses as completed; refill water
- Set up and maintain salad bar
- Delivers checks and collects credit card or cash payment; presents payment to cashier
- Stay updated with current menu choices
- Adhere to sanitation and safety regulations
- Perform cleaning tasks; side-work duties; and replenishing
- Maintains good customer service; can promptly address issues or refer customers to management when necessary

### Job Requirements:

- Passion for providing extraordinary service
- Able to work in a fast-paced, busy environment
- Help out others where needed and work as a team
- Excellent people skills
- Dependable and trustworthy

This position may have added duties as needed by Management

Interested in joining our team: Apply online at [www.RoepkesVillageInn.com](http://www.RoepkesVillageInn.com)