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# Example of Beverage Server Job Description

Our innovative and growing company is hiring for a beverage server. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for beverage server

* Greet guests at entry points, and assists with seating
* Perform table-side beverage preparation as outlined by management
* Follows proper cashiering and register transaction procedures
* Maintain company-issue uniform in good condition and reports to work in authorized uniform as mandated by organization, including maintaining a clean and well-groomed appearance in compliance with departmental and company dress code standards
* Communicate with management, including checking out at the end of shift
* Must have full familiarity with menus – upselling
* Greets guests with a smile, eye contact and warm verbal greeting as per "Eye, Hi, Goodbye" guidelines providing prompt and efficient beverage service to buffet guests
* Responsible for prompt, efficient and courteous beverage service to buffet guests in accordance with HCPNRC policies, procedures and standards
* Monitors guests needs on a continuous basis and ensures all requests are promptly fulfilled
* Busses tables on assigned station and resets station as necessary

## Qualifications for beverage server

* Must be able to work in varied temperatures and weather, as this position is based outdoors
* Previous experience in a fine dining environment is highly desirable
* Are comfortable initiating conversations with guests
* Work well under pressure, can juggle multiple tasks and thrive in a team setting
* ProServe Training
* Must be able to successfully complete a TIPS (responsible service of alcohol), RU21 training class and required compliance courses