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# Example of Server Assistant Job Description

Our company is growing rapidly and is hiring for a server assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for server assistant

* Effectively maintain a professional atmosphere with all levels of faculty, staff, peers and visitors
* Ensure all equipment, linens, service ware, and glassware are clean and sanitized prior to use
* Ensure delivery, set and clean-up of all catered activities on multiple floors throughout the building
* Ensure the cleanliness of the kitchen, and observe all safety and sanitation procedures
* Maintain neat and professional appearance by wearing a clean uniform at all times
* Meet and discuss with the manager the expectations of the kitchen operations
* Responsible for executing the set-up, service, and clean-up of all catered functions and requests with limited supervision
* Supervisor is informed of any problems that may arise in the day to day operation of the kitchen
* Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water
* Maintains adequate supplies of condiments, silverware, straws, dishes, trays

## Qualifications for server assistant

* During group events, there is a significant amount of hosting duties that require on-foot movement and interaction around the showroom
* Occasional ladder use
* Minimum 1 year of recent experience in a Front of House position in an upscale, high volume restaurant required
* Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed
* Full & Part Time Available
* Scrape and stack dirty dishes