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# Example of Server PM Job Description

Our company is growing rapidly and is looking for a server PM. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for server PM

* Maintain cleanliness of work areas throughout the shift
* Greets all guests in a kind, courteous and respectable way
* Accountable for proper handling of cash, credit card information, gift cards and all things related to the payment of guest checks
* Takes verbal drink and meal orders according to guest preference
* Maintains cleanliness of work station and pantry
* Performs side work during shift downtime including but not limited to rolling silverware, restocking condiment holders, cleaning work areas
* Executes the service cycle and team responsibilities at all times
* Maintains sufficient knowledge of the menu to execute suggestive selling with all guests
* Writes guest check and/or operates POS equipment pursuant to company policies
* Anticipates, identifies and corrects system breakdowns to achieve maximum guest satisfaction

## Qualifications for server PM

* Must be have Food Handlers Card and must be TIPS Certified
* Three years minimum of customer service experience within the Food & Beverage industry
* Must be actively Food Handlers Certified and ServSafe Alcohol Certified
* Must be able to obtain a food handler permit and TABC
* Must have a valid TABC and Food Handlers Certificate
* Previous experience in Restaurant service required