



# Example of Catering Server Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of catering server. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for catering server

- Set up tables and buffet line, including linen, silverware, glassware, and napkins
- Provide table service, including taking, filling, and refilling drink orders, serving specified menu courses, refilling bread baskets, and clearing tables
- Communicate with guests about special dietary requests
- Check and ensure appropriate drinking age and monitor guest consumption of alcohol, following all company and state guidelines
- Mix cocktails and non alcoholic beverages
- Break down tables and buffet line, including scraping plates and organizing dishware on carts
- Keep all assigned areas clean and sanitary, including emptying trash, washing dishes, and detail cleaning
- Serving Food & Drinks to guests at their tables
- Clearing & bussing the tables between courses
- Replenish drinks & working on our Bar

## Qualifications for catering server

- Must be comfortable and able to work with all food types, including food allergens in any dining facility
- Must have at least one year banquet or casual dining serving experience
- Must be able to communicate with ambassadors, leadership and guests

- Must be able to learn and effectively use computerized guest order system