



Position	Server Assistant
Classification	Full-time/part-time, Seasonal, Non-Benefit Eligible
Reports to	Dining Captains
Supervises	None
Salary or Hourly	Hourly

Job Summary:

The Server Assistant position is a working hourly position responsible for serving as liaison between kitchen and servers. The Server Assistants helps servers with duties including food running, clearing and resetting tables, bread service, etc. according to BHYC service standards.

Job Duties:

- Assists servers with various tasks as assigned.
- Ensure all respective areas in kitchen are stocked per each shift including but not limited to; to go containers, condiments, lemons, napkins, trays, tray jacks etc.
- Account for and match all food items according to each ticket and keep either hot or cold until ready to serve.
- Carries food on large trays to respective table and may serve using correct seating numbers.
- Ensures proper food presentation and cleanliness on each plate, wiping any smudges, drips, etc.
- Puts together all items "to go" in proper containers and bags and label correctly by stapling the corresponding ticket.
- Communicate with kitchen supervisor any special requests/concerns a server, bartender or manager brings to them.
- Communicate with kitchen any side or condiment item that is low and needs to be re-fired.
- Maintains cleanliness of kitchen area before/during/after shift.
- Assists servers on the floor with clearing of dishes, distributing to appropriate areas and resetting of tables.
- Assists with side work each shift including polishing silverware, folding napkins, washing glasses, etc.
- Ensures plated hot food leaves the kitchen quickly.
- Ensures that bread, soup and other food products are available.
- Breaks down and cleans service stations in the kitchen at the end of the shift.
- Reports complaints to manager on duty when received.
- Responsible for storing equipment and materials properly and in the correct areas.
- Ensures that all storerooms and equipment storage areas are orderly and clean.

- Performs other duties as assigned.

Education and/or Experience:

- 1-2 years experience in food and beverage field or related areas preferred
- POS system experience and knowledge preferred
- High School Diploma preferred

Job Competencies:

- Ability to develop and maintain awareness of occupational hazards and safety precautions
- Knowledge of and ability to perform required role during emergency situations.
- Ability to work in a fast-paced environment
- Strong organizational skills to prioritize work activities
- Strong interpersonal skills required
- Excellent written and verbal communication skills

Working Conditions:

Work will generally be performed in both indoor and outdoor environments. Temperatures can range from 100+ F to 32 F, and there may be exposure to loud noises and sustained elements. Working schedule is generally 40 hours per week, with some holidays, weekends and travel required. Must have the ability to lift up to 30 lbs. as required. General standing, walking, lifting, pushing and pulling movements are required.