

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Waiter/Waitress **POSITION NUMBER** 01-054A

JOB SERIES: 7420 **PAY LEVEL:** NA-3

Summary of Duties: Performs necessary preparations in assigned area prior to opening the dining room such as; setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. Prepares back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Must be familiar with the menu for the day, offer suggestions if requested, record desired selections from guests and turn in the order for preparation to the kitchen. Serves side dishes such as salads, fruit dishes, bread, wine or other beverages. When meal is completed, clears and cleans table and the immediate area, and resets the table in preparation for the next guests. Performs other related duties as required. Must meet minimum age requirement.

Skills and Knowledge: Skill to serve beverages and meals in the proper manner and sequence. Knowledge of proper food handling techniques such as the correct side to serve from and the correct side to remove from. Knowledge of the composition of all food items on the menu, whether American or Foreign; the available beverages and wines and which wines compliment specific meals and their proper serving temperatures. Skill in proper table setting techniques. Knowledge of simple math calculations in order to tabulate checks. Ability to recognize intoxicated patrons when serving alcohol.

Responsibility: Assigned stations by supervisor and given any special instructions necessary. Held responsible for complying with standard methods and procedures such as conduct, etiquette, dress code, serving techniques, and complete familiarity with the menu and any subsequent day to day changes.

Physical Effort: Work requires the use of both arms, hands, and legs, and involves prolonged standing, walking, reaching, and light lifting. Normally handles objects the weigh up to 20 lbs.

Working Conditions: Work is normally performed inside with adequate lighting and heat. Waiters are exposed to the possibility of cuts, bruises, and slippery floors when in the kitchen area.