

Job Description Restaurant Server

Title: Restaurant Server
Reports to: Restaurant Manager

Summary of Position:

Jax Grill & Lounge and the Podollan Inn and Spa are currently seeking Full Time Servers for morning & night shifts to provide friendly, responsive service and to create an exceptional experience for all of our guests.

Overview: Located at the Podollan Inn & Spa, Jax Grill & Lounge offers a decidedly different hotel dining experience. The Jax menu features international flavours and traditional fare. From the plush leather seating to the cozy fireplace, Jax's ambiance sets the stage for breakfast, lunch, dinner, cocktails or business meetings.

Duties of the Server include but are not limited to:

- Welcome and greet guests
- Describe menu items including daily specials for customers
- Advise on menu selections
- Answer questions about our food, beverages and other restaurant functions and services
- Take food and beverage orders from guests, enter orders in our point-of-sale system which relays orders to the kitchen and bar
- Deliver food and beverages from kitchen and bar to guests in a timely matter
- Perform side work at the start and end of each shift as required by service station assignment
- Maintain clean service areas
- Ensure guests are satisfied with the food and service
- Respond promptly and courteously to any requests
- Enforce provincial/territorial liquor legislation and regulations
- Prepare final bill, present check to guest, accept payment, process credit card charges or room billings
- Be ready and willing to assist fellow servers as situations arise
- Be ready and willing to assist bus person with clearing and resetting tables
- Balance cash and record sales

Requirements:

- Must be of legal age to mix and serve alcoholic beverages
- Experience is an asset but not necessary
- Completion of high school required

Please submit a copy of your resume in person at 10612 99 Ave, Grande Prairie, AB or by fax at 780.830.2902.