



Job Description

Job Title: Back Waiter/Waitress

Department: Restaurant

Reports to: Food & Beverage Supervisor

Supervises: No supervisory duties are included in this position.

Job Summary

Set and clean dining room tables before, during and after meal service; assist waiters/waitresses with miscellaneous tasks.

Job Essentials

- Assists waiters/waitresses in their set-up, service and clean-up tasks.
- Serves water and bread as members and guests are seated.
- Assists in carrying food trays to tables.
- Removes soiled dishes from table; brings to dish-washing area.
- Removes soiled linen and replaces with clean linen.
- Sets tables with silverware, glassware and other items.
- Cleans dining room areas.
- Stocks servers' station with supplies.
- Collects trash from dining room, grill and other specified places after each serving period.
- Dusts chairs before and after meals.
- Keeps ice bins and buckets filled.
- Cleans and stores child high chairs and booster seats.
- Collects soiled linen from dining room; transfers to linen pick-up area.
- Takes packaged take-out orders to reception stand for member pick-up.
- Folds napkins and bread basket linens.
- Cleans-up spills, broken service ware and attends to similar problems during service with minimal disruption to diners.
- Assists the management team and other employees in assuring that the club's policies and procedures for serving alcoholic beverages are consistently followed.
- May assist banquet personnel in setting-up, serving and cleaning up after banquet functions.
- Polishes silver service items.
- Attends pre-service training.
- Moves tables and chairs as needed for the next member and guest diners.
- Re-sets tables at end of shift for the next meal period.
- Assists with banquet and buffet setup.
- Helps to maintain a fully stocked buffet.
- Performs other appropriate duties as assigned.



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Experience and Background

- Working towards or has High School diploma or GED
- Minimum of one month work experience in a fine dining environment preferred

Physical Requirements and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

Licenses and Special Requirements

- Food safety certification.

This job description is not exhaustive of all the job tasks, but a guide, and tasks may be added or removed by your immediate supervisor according to changes that may occur in the working environment.

I, _____ acknowledge receipt of the Job Description, issued by Oak Park Country Club. I have read and fully understand it and accept that the job description contained therein.

Employee Name: _____

Signature _____

Date _____