



THE CALIFORNIA CLUB  
LOS ANGELES

POSITION TITLE Full-Time Server	DEPARTMENT Food & Beverage
REPORTS TO Food & Beverage Manager	FLSA DESIGNATION Non-Exempt

Updated March 2021

### POSITION PURPOSE

Ready, willing and able to provide proper service of food and beverage to any assigned events, ranging from private events to Member Dining Rooms for breakfast, lunch or dinner. Full-Time Servers are provided shifts when business permits. Available shifts will be offered by seniority and Servers are not guaranteed a certain number of hours per week.

### ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to the following tasks:

- The California Club is renowned for its food, service and attention to detail. Food Servers are to ensure that Club standards of service are being followed at all times with the idea that Member and Guest satisfaction is of the utmost importance.
- Takes orders for and serves all food and beverage requests.
- Clear tables during service.
- Ensures station and table set-ups are complete and performs various side duties as assigned by the Supervisor. Maintains proper condition and cleanliness of dining areas and service equipment.
- Gathers the list of supplies when directed to do so.
- Sets tables and folds napkins as to Club standards.
- Checks, cleans and re-fills salt & pepper mills as needed.
- Checks and re-fills sugar bowls as needed.
- Straightens all furniture and chairs in room prior to Guest's arrival.
- Places water glasses on tables.
- Ensures that work areas are kept neat, tidy and organized at all times.
- Completes all other tasks as assigned by Management.

### OTHER

Regular attendance in conformance with Club standards is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

## **JOB DESCRIPTION (Continued)**

**POSITION TITLE:** Full-Time Server

Due to the cyclical nature of the hospitality industry, Employees may be required to work varying schedules to reflect the business needs of the Club. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all Employees are required to fully comply with The California Club rules and regulations for the safe and effective operation of the Club's facilities. Employees who violate Club rules and regulations will be subject to disciplinary action, up to and including termination of employment.

### **SUPPORTIVE FUNCTIONS**

In addition to performance of the essential functions, this position may be required to perform a combination of supportive functions, with the percentage of time required to perform each function solely determined by Management and based upon the requirements of the Club.

### **SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Must possess basic computer skills. Previous experience with a Point of Sale (POS) System is a plus.
- Knowledge of the appropriate table settings and general service standards.
- Ability to carry a cocktail tray when serving/clearing drinks. Ability to carry a service tray when carrying dishes items from/to the Kitchen.
- Ability to describe menu items associated with the event.

### **PHYSICAL DEMANDS**

- Most work tasks are performed indoors. Temperature is moderate and controlled by Club environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens (+110°F), possibly for one hour or more.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to exert well-paced ability to maneuver between functions occurring simultaneously.
- Must be able to exert well-paced ability to reach other departments of the Club on a timely basis.
- Must be able to lift trays of food or food items weighing up to 30 lbs. on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 250 lbs. frequently.
- Must be able to exert well-paced ability in limited space and to reach other locations of the Club on a timely basis.

## JOB DESCRIPTION (Continued)

POSITION TITLE: Full-Time Server

- Must be able to exert well-paced ability in limited space.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with Members, Guests and Supervisors.
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.

### QUALIFICATION STANDARDS

#### Education

High school or equivalent education preferred.

#### Experience

Five (5) years of experience as a Food Server in a full-service restaurant is preferred. Customer service experience preferred.

#### Licenses or Certificates

Not applicable. ServeSafe Certification preferred.

#### Grooming

All Employees must maintain a neat, clean and well-groomed appearance per California Club standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.