



<b>Job Title: Catering Server</b>	<b>Venue: Yakima Fair Grounds and SunDome</b>
<b>Company: Spectra Food and Hospitality</b>	<b>Department: Catering</b>
<b>Reports To: Executive Chef</b>	<b>Supervises People (Y or N):</b>
<b>Exempt or Non-exempt: Hourly Part Time</b>	<b>Number of Direct Reports:</b>

**Job Summary:**

Catering Server is responsible for serving guests in the venue dining areas at catering functions. Catering Waitstaff must be personable and able to work in an ever- changing fast-paced environment. The employee must maintain excellent attendance and be available to work events as scheduled per business need.

**Essential Job Functions:**

- Must demonstrate ability to read and comprehend Banquet Event Orders when directing to service a guest event or in setting up guest events.
- Responsible for serving meals to guests or replenishing food to the buffet line.
- Responsible for serving beverages to guests including alcoholic beverages. Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages.
- Must be able to carry Eight (8) meals on a tray.
- Responsible for observing guests to respond to any additional requests and determine when the meal has been completed.
- Responsible for refilling salt, pepper, sugar, cream, condiments and napkins.
- Responsible for replacing tableware and linens as necessary.
- Responsible setting up banquet functions including linens, dishware, glassware and silverware.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.
- Additional duties as assigned by your immediate supervisor and/or Spectra management staff for the successful outcome of an event or customer service situation.

**Knowledge, Skills and Abilities:**

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess valid food handling certificate and alcohol service permit if required by state or federal regulations.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as related to cash/credit transactions and cash reconciliation.
- Ability to handle cash accurately and responsibly.

**Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

Signature \_\_\_\_\_ Initial \_\_\_\_\_ Manager \_\_\_\_\_

