



Server Assistant

At the Event - Setup

Arrive on time and in uniform

Check in with Supervisor – Review any event details or unique setup instructions – Get Setup Assignments

Confirm Lead Runner with Supervisor

Lead Runners will direct setup with teammates

Side Stations

Ice Water Glasses

Ice Beer & Wine for Bar and backups

Trash Cans and linens to Bars

In Event Uniform by Pre-Shift time

Attend Pre-Shift

At the Event - Show Time!

Doing assigned tasks as guests arrive with polish and poise

Passing HD's/Monitoring Stationed HD's

Clearing Bev Naps & Cocktail Glassware

Never leave the event floor vacant, EVER!

Fill Water Carafes at side stations & Water Glasses at the tables

Place Butter on B&Bs

Bar Back

During the Serve

For a served meal, Runners should be in the Kitchen ready to begin Salad Serve on Supervisors cue

Run trays to assigned Supervisor (know your Supervisor if there are multiple!) in a professional and urgent manner.

Once each course has been served begin to run trays of dishes from side stations to the Utility area, always report back to Kitchen for next course. Keep your Eyes Open!

After dinner serve check with bars and restock as needed

Maintain Side Stations for Servers

After the Event - Strike!

Begin strike checklist tasks

Check schedule for next event