



Server Job Description

Pre Event

ATC/Serve Safe License

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 Servers with Supervisor

Lead Servers will direct setup with teammates

Polish Flatware, Glassware

Fold Linen Napkins (per mock setting)

Square off Chairs

Set Table (S&P, Table #s, Flatware, Glassware, Napkin, Menu Card)

Brew Coffee

Set Buffets/Stations

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 Carafe's & Water Glasses at the tables

Place Butter on B&Bs

During the Serve

When Guests are seated begin pouring Wine Service if applicable

Know who your Supervisor is before the serve, on larger events there could be multiple Supervisors

Coordinate with Supervisor on salad serve (using tray service)

One Plate, One Hand!

Serve from the Left with your Left hand, Remove from the Right with your Right hand

Ladies First!

Beverage Service, always be filling water (serve from the right, never remove the glass from the table)

Refold napkins as Guests get out of their seat

Coordinate with Supervisor on Entrée serve

Clear Correct Flatware, China per course

Coffee Service

Coordinate with Supervisor on Dessert Serve

Clear everything to water and bar glassware

Clean and Wipe Down Service Stations

Maintain the guests needs throughout the entire event

After the Event - Strike!

Begin strike checklist tasks

Sign out with Supervisor

Check schedule for next event