



### **Food and Beverage Service Staff - Experienced Part-time**

We are looking for a Server who will be responsible for taking orders from and serving food to our members and guests. Duties will mostly include taking food and drink orders and entering them in the point-of-sale system, ensuring that tables are served properly, and that all payments are collected.

To succeed in this role, you will need to have a positive, friendly attitude and ability work well under pressure with both front and back of the house staff. Previous work experience involving customer service in a fast-paced environment is greatly desired.

### **About Us**

We are PGA Golf Properties Inc., a wholly owned subsidiary of the PGA of America. PGA of America is about advancing the PGA's objectives to promote enjoyment and involvement in the game, by providing accessible world-class Championship golf courses, learning centers, research, education, licensing and advisory services.

### **Server Responsibilities**

Take food and drink orders, provide service and requested items both graciously and courteously to ensure that members/guests receive a high level of customer service. A positive attitude is a must.

Effectively communicate to members/guests any/all menu selections, provide Best in Class service and requested items both graciously and courteously.

Write the members/guests' food orders on order slips and enter orders into the point-of-sale system for transmittal to kitchen staff.

Engage with members/guests in a friendly manner.

Knowledge of the menu, with the ability to make suggestions.

Ensure your members/guests are enjoying their meals and take immediate action to correct any problems.

Collect payments from tables.

Prepare checks that itemize and total meal costs and sales taxes.

Help food preparation staff when necessary.

Properly set up, serve and break down table sections as assigned.

Ensure that work station (i.e., cups, glasses, silverware, plates, tables chairs) are clean.

Clean and reset table after member/guest has left, ensuring that silverware and napkins are neatly in place (i.e., knife blade turned in, and correct amount of silverware is used).

### **We Offer**

Flexible hours, days, nights, and weekends

401k Plan offered to all staff

Golf Privileges and the opportunity to learn the game

### **Server Requirements**

Experience in providing Best in Class customer service in a fast-paced environment.

A positive, friendly attitude and ability work well under pressure with both front of the house and back of the house staff.

Able to perform high-quality work while unsupervised.

Able to handle money/credit card transactions accurately and operate a point-of-sale system.

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Ability to work in a fast-paced work environment and deliver orders in a timely manner.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

PGA Golf Club is an equal opportunity employer. All candidates for employment will be considered without regard to race, color, religion, sex, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law. Drug Free Work Place.