



# Breakfast Server

## **JOB SUMMARY:**

Responsible for daily set up , replenishing, tear down and ordering of the continental breakfast . Ensure standards of cleanliness and safety are met. To act as an ambassador to the hotel.

## **ESSENTIAL JOB FUNCTIONS:**

1. Set up , monitor and replenishing all items on the Breakfast Bar ( including replenishing of all Beverages).
2. Ensure that at all time the Breakfast Bar is kept clean.
3. Check to ensure that all Breakfast Tables are bussed when necessary.
4. The Breakfast area must always look fresh and ready for the guest.
5. At the end of the Breakfast period the following should be adhered to :
  - Ensure that all Food and Beverage perishables are stored correctly
  - Refrigerate all items necessary
  - Wipe down all tables and reset for dinner service
  - Wash ,dry and store all utensils, china, glassware and silverware that are used daily.
  - Empty all rubbish.
6. Take inventory and notify purchasing if we are low on supplies
7. Posses a positive service oriented attitude toward our guests, our employees and our company.
8. All other duties as assigned by management

## **JOB QUALIFICATIONS:**

1. Must have approachable, friendly, positive service-oriented attitude able to have courteous contact with guests.
2. One year prior food serving experience preferred
3. Must be available to work a flexible AM schedule including weekends and holidays
4. Ability to perform basic mathematical problems such as counting inventory .
5. Ability to communicate in writing to complete all necessary forms pertaining to the position
6. Ability to communicate with supervisors, co-workers and guests regarding hotel matters
7. Ability to interact with various business representatives and professionals in the community.
8. Ability to work in a fast paced environment, as well as work independently.

## **PHYSICAL REQUIREMENTS**

1. Sitting occasionally, backed chair, complete paper work
2. Standing, walking constantly on various surfaces
3. Crouching occasionally
4. Kneeing, crawling occasionally, cleaning or picking up debris
5. Stopping frequently, loading carts and trays while serving food and beverages
6. Bending & Twisting constantly, serving guests, monitor dining room activity, maneuvering through crowds and staff
7. Climbing occasionally on stairs or stepladders
8. Reaching overhead, (extension frequently) stocking supplies, carrying trays, serve at arms' length extension
9. Handling, grasping frequently serving food
10. Will be required to lift 50lbs

**GROOMING:**

1. All employees must maintain a neat, clean and well-groomed appearance per hotel guidelines.
2. Breakfast employees must have visible tattoos covered.

**LICENSE OR CERTIFICATION:**

1. Alcohol Handler's Permit – Class 12
2. WA State Food Handler's Card

**SUPERVISOR:**

The breakfast server position will report to the Breakfast Manager, Assistant Breakfast Manager & Restaurant Manager