



Position: Outlet Server

Reports to: Director of Food & Beverage

Position: Part time and Full time positions available

Pay: DOE

Charleston Harbor Resort & Marina is now hiring for both am and pm server positions, banquets housemen, special event attendants, and bartenders, seasonal and part-time.

- Complete all opening and closing duties as assigned
- Take guests' food and beverage orders, utilize salesmanship techniques, and make appropriate recommendations. Always read your guests when making suggestions
- Follow all responsible alcohol practices. Card all guests who appear under the age of 40 and never serve alcohol to an intoxicated guest
- Accurately input orders into POS system
- Document all orders on a server dupe pad as a back-up record in case the POS system is ever inoperative
- Retrieve all beverages from service bar and serve promptly. All beverages are ideally served from the right and to the right of the guest
- Open all wine and champagne bottles using proper wine service techniques
- Anticipate guest's needs and respond promptly
- Acknowledge all guests regardless of whether they are in your section
- Interact in courteous and professional manner with guests, supervisors, and co-workers
- Always make guests feel you are on their side by being proactive in resolving their complaints. Act with integrity and honesty. Alert management to any and all issues that arise at a table
- Monitor and maintain cleanliness, sanitation, and organization of all service areas
- Follow all Health Department practices
- Properly mark all tables for each course before delivery of food to the table
- Clear each course promptly using clearing guidelines outlined in the sequence of service
- Continuously review menu items, and keep up-to-date with all changes
- Alert management to great guests, big spenders, and anyone else that you think wants extra attention
- Alert chef to all allergies, and alert food runners to all position changes
- Ensure accuracy of guests checks and promptly process payments
- Complete end of night closing check out
- Complete running side work throughout the evening as assigned
- Notify management to any pertinent information related to the shift
- Clock in and out for each shift. Notify a manager if you are unable to do so

Qualifications:

Previous food and beverage service experience is a plus.

Must have an eye for detail

Must be able to work any day of the week

Must be able to pass a drug and background check

Please submit your resume via email to Tony Pastore at [tpastore@charlestonharborresort.com](mailto:tpastore@charlestonharborresort.com)