



**Position:** Outlet Server Assistant / Food Runner  
**Reports to:** Food and Beverage Manager  
**Status:** Part Time / Seasonal with potential for Full Time Eligibility and Benefits  
**Compensation:** Hourly + Tips  
**Location:** Charleston Harbor Resort and Marina  
20 Patriots Point Road, Mt. Pleasant, SC 29464

## **Outlet Server Assistant / Food Runner**

### **Summary:**

The Outlet Server Assistant / Food Runner is responsible for providing the highest quality of service to guests in an attentive, courteous, and efficient manner. He/she is also responsible for assisting team members in all aspects of the dining experience. At Charleston Harbor Resort and Marina, we offer FREE parking, shift meals, and various on property discounts to all associates! Come work with the best view of the city, USS Yorktown, and Charleston Harbor!

### **Essential Duties and Responsibilities:**

- Employees must at all times be attentive, friendly, helpful and courteous to all guests, managers and fellow employees.
- Be familiar with the organization of the Restaurants and Lounges as well as service areas such as Room Service and Poolside Service.
- Know the function of each job position in the outlet(s)..
- Service guests following all food and beverage requirements and LQA Standards.
- Assist members of the F&B team with all aspects of service, keeping guest satisfaction the primary objective.
- Maintain an attentive, courteous, and efficient manner in all aspects.
- Perform opening and closing procedures and side-work duties according to assignment and established checklist.
- Ensure the proper set up and breakdown of all tables and side stations.
- Ensure that all tables and side stations are kept stocked, tidy and clean.
- Deliver food and beverage orders in a timely manner following all service standards.
- Maneuver throughout the dining area while carrying full trays of food & beverage.
- Have knowledge of all menu items, garnishes, contents and preparation methods.
- Have knowledge of reading order tickets and expediting food efficiently.
- Follow all Health Department standards.
- Follow all departmental and CHRM policies and procedures.
- Notify management to any pertinent information each shift.
- Clock in and out for each shift. Notify a manager if you are unable to do so.

- Perform medium work, exerting up to 50 pounds of force occasionally, and/or 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Perform any additional duties as assigned by the F&B MOD or other Property MODs.

**Position Requirements:**

- Must be at least 16 years of age.
- Must have previous Food and Beverage experience.
- Must have a flexible schedule and be willing to work holidays.
- Must be responsible and reliable.
- Ability to stand during entire shift.
- Ability to communicate in English.

**Additional Information (description of the ideal applicant) (OPTIONAL)**

\*\*\*This job requires a pre-employment drug screening and background check.\*\*\*

**Contact:**

Please submit your resume via email to John Layman [jlayman@charlestonharborresort.com](mailto:jlayman@charlestonharborresort.com)