I. **POSITION:**  
Mission Hills Country Club A la Carte Server

II. **JOB SUMMARY:**  
Responsible for providing quality and efficient A La Carte service to the membership and their guests.

III. **JOB TASKS:**  
1. Arranges and sets the dining tables in accordance with established procedures, practices, or as directed in preparation for private parties with responsibility for determining the required silverware and condiments.
2. Prepares extra silverware, ice, water pitchers, condiments and any other extra items that may be required during the meals.
3. Greets and escorts guests to tables.
4. Obtains drink orders from the service bar and serves as ordered.
5. Writes down food order and requests order from the kitchen.
6. Serves food in the prescribed and accepted method and sequence of serving.
7. Answers questions pertaining to menus, drinks and club activities.
8. Assists by suggesting courses and before and after meal drinks.
9. Prepares sale ticket for each individual food and/or drink ordered.
10. Clears dining tables of used silverware and soiled linen and resets for subsequent serving.
11. Arranges chairs in an orderly manner.
12. Cleans all assigned work areas in kitchen and dining room.
13. Advises supervisor of any member/guest complaints as soon as they occur.
14. Assists in closing functions by performing various tasks such as removing linen, bussing glasses, dishes, silverware, etc. and resetting the room.
15. Performs any and all tasks, within reason, to ensure member/guest satisfaction.

IV. **REPORTS TO:**  
The Dining Room Manager, who provides supervision in the form of verbal instruction regarding the assignments, procedures and arrangement of dining room furniture and equipment, and checking of work to ensure courteous and prompt service to the customers.