

Server Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Server to deliver a great guest experience in our {{restaurant / dining room}}. This role reports to the {{Floor Manager / General Manager}} and works the {{lunch / dinner}} shift as part of the front-of-house team.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like “We are looking for...”.

2. Responsibilities

- Greet guests, present menus, and answer questions about dishes and allergens
- Take food and drink orders accurately and enter them in the {{POS}}
- Suggestively upsell appetizers, specials, drinks, and desserts
- Run and deliver food and drinks promptly and check back on tables
- Handle payments, close checks, and reconcile cash and card tips
- Reset and bus tables and keep service stations stocked
- Follow food-safety, allergen, and responsible-alcohol-service rules
- Coordinate with the kitchen and bar to keep tickets moving

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ months of serving or front-of-house experience (or a willingness to train)
- Friendly, fast, and calm under a busy rush
- Able to memorize the menu and operate a POS
- Food-handler card and {{alcohol-service certification — e.g. TIPS/ServSafe}} where required
- Able to stand, walk, and carry trays for a full shift

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Experience in {{fine dining / high-volume / a specific cuisine}}
- Wine or cocktail knowledge

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
-----------	------------------

Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Part-time / full-time}}; nights, weekends, and holidays as scheduled
- Fast-paced dining room; on your feet the whole shift
- Able to lift and carry trays up to {{25}} lbs

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.