



JOB TITLE: Restaurant Server
DEPARTMENT: Food & Beverage
REPORT TO: Restaurant Manager
DATE REVISED: November 2024
CLASSIFICATION: Non-Exempt; part-time or full-time

JOB STATEMENT/PURPOSE:

The Server at O'Malley's on the Green is responsible for providing exceptional dining experiences through professional food and beverage service. Servers are the primary customer-facing representatives who ensure guest satisfaction through prompt, courteous, and knowledgeable service. This position requires a high level of attention to detail, ability to multitask in a fast-paced environment, and strict adherence to state and local liquor service regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide prompt, courteous, and professional service to customers
- Take food and beverage orders, deliver meals and drinks
- Anticipate and address customers concerns
- Assist the host/ hostess in greeting and seating guests
- Communicate with other staff regarding needs of customers, out-standing bar tabs supply shortages, and equipment problems
- Read and understand the menu

OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Arrive on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and maybe changed or redesigned
- Comply with applicable sanitation, health and personal hygiene standards

QUALIFICATIONS:

- Must have a high school diploma or equivalent
- Some experience in customer service/restaurant service is helpful but not required
- Must be at least 21 years old
- Must have current Training for Alcohol Professional (TAPS Card)



- Must have current Municipality of Anchorage Food Handler's Card
- Must be able to stand for long periods and lift 50 lbs.
- Must have a cheerful and outgoing personality