## **Michelles Companies**

Cathy's Soul For Real Eatery/Pimped Out Pickles+/Doll Haus 1 Stop Diva Spa

5162 Dr. Martin Luther King Drive St. Louis, Missouri 63113 (314) 261-0040 www.michellecompaniesinc.com michellecompaniesinc@gmail.com

## **Server Responsibilities**

Welcoming and sitting diners comfortably in the dining section.

Taking customers' food and drink orders.

Answering phone and taking orders.

Preparing carry-out orders.

Collaborating with the kitchen staff for prompt and correct delivery of orders.

Memorizing the menu and recommend appetizers, meals and drinks from restaurant.

Delivering a memorable dining experience by resolving all customer issues promptly.

Assisting with the tidying of tables, clearing leftovers and keeping the dining area neat and pleasant.

Setting tables and rearranging the dining area to accommodate larger groups and prepare the restaurant for special events.

Ensuring cooking utensils and kitchen area are cleaned after closing to comply with state regulations.

Welcoming and seating customers and handing out menus.

Taking and placing orders for food and drinks and informing customers about specials.

Serving prepared meals and beverages to customers.

Communicating with the kitchen staff and resolving any issues with orders.

Preparing the bill and possibly processing payments.

Other duties that may be assigned.

## **Requirements – Skills, Abilities, and Knowledge**

High school diploma or associate degree in culinary studies or food and hospitality management.

Prior experience in a food-serving establishment.

Excellent written and oral communication skills.

In-depth knowledge of winery and different types of cuisines.

Highly developed interpersonal skills.

Basic bookkeeping knowledge.

Working knowledge of point-of-sale systems.

High level of stamina to work to work on feet for extended periods.