



## Role Description

**Job Title:** Server Assistant

**Department:** Food & Beverage

**Reports To:** Food & Beverage Director

**Full Time**

**Part Time**

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San Jose Country Club is a private gathering place for our families and guests who cherish and share high quality lifestyle standards. We are a Country Club inspired by our rich tradition, and are committed to delivering impeccable personalized service and offering excellent facilities and innovative programs which support our members' interest in golf, tennis, fitness, dining, social and other family activities.

**Summary of Job:** Set and clean dining room tables before, during and after meal service.

**Essential Duties and Accountabilities:**

- Assist servers in their tasks;
- Serve water as guests are seated;
- Assist in carrying food trays to tables;
- Remove soiled dishes from table; bring to dishwashing area;
- Remove soiled linen and replace with clean linen;
- Set tables with silverware, glassware and other items;
- Clean dining room areas;
- Stock servers' station with supplies;
- Collect trash from specified places after each serving period;
- Dust chairs before and after meals, wipe table base;
- Keep ice bins and buckets filled;
- All other duties as assigned by the Clubhouse Manager.

**Special Requirements (if any):**

- Ability to receive and follow detailed instructions in English;
- Successful completion of drug testing;
- Ability to stand for extended periods of time;
- Ability to bend, stretch, reach;
- High standards of integrity and reliability;
- Excellent inter-personal skills.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this Job, the employee is regularly required to stand for long periods of time, sit; walk; tolerate repetitive motions of hands, wrists and fingers; use hands to finger, handle, or feel; reach with hands and arms; talk; hear; visual acuity requirements including color, depth perception, and field of vision; Light work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Cognitive Demands:** The cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On-going attention, despite distractions of environment and workload; Ability to regularly trouble shoot and problem solve; maintain positive demeanor and functionality at all times despite stress of position; ability to multi-task and prioritize; ability to perform essential functions and maintain productivity under moderate stress on a regular basis and high stress on a periodic basis; ability to maintain professionalism despite negative customer/employee encounters; ability to understand and clearly communicate (verbal and written) in English; ability to learn; ability to follow instructions, listen to and comprehend direction.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

**Supervisory Responsibilities:** None.