



## JOB POSTING

### **Position Title: Server**

**Date of Notice:**

**Job Location: Pinecrest Golf Club**

**Start Date: ASAP**

**Reports to: F&B Manager**

**Send Applications to: Patty Ruggiero [pinecrestevents@huntleyparks.org](mailto:pinecrestevents@huntleyparks.org)**

### **Property Description:**

Pinecrest Golf Club is located in Huntley, Illinois — one of the fastest growing communities in the northwest Chicago area — and is a quick drive from other McHenry County towns such as Crystal Lake, Algonquin and Lake in the Hills.

The Huntley Park District assumed management of the operations of the course mid-June, 2003. Located on 130 acres, Pinecrest features 18 holes of championship golf open to the public

### **Position Summary:**

Greets and serves food and/or beverages to patrons.

### **Essential Duties and Responsibilities:**

- Provide immediate attention to all members/guests upon seating, greet warmly and distribute menus.
- If local water conservation laws permit, fill glasses with ice water while guests decide upon order; answer questions and suggest menu items.
- Take member/guest food and/or drink orders.
- Turn orders into kitchen; inform cooks about any special cooking instructions.
- Assemble food on tray; procure items from each station as necessary.
- Serve meal; place dishes by courses in front of each person; serve from left of the person.
- Check back to ensure member/guest satisfaction; replenish water and butter as necessary.
- Remove soiled dishes as guests finished.
- Suggest and serve dessert, coffee, and after dinner drinks.
- Verify accuracy of prices, state and federal taxes, tips and other charges on all checks and present bill to guests.
- Handle all cash and credit cards as applicable from guest/member charges as prescribed by standard operating procedures.
- Keep tables, dining room and bus station clean and tidy.
- Advises supervisor of any complaints as soon as they occur.
- Performs side work, clean-up and closing duties as assigned.
- Attend pre-meal meetings as requested.

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- Turn in signed tip declaration form weekly (where applicable)
- Perform other duties as appropriate.

**Qualifications:**

- High school preferred.
- 1 year server experience preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

**Classification:**

Part-time or Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

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