



Huntingdon Manor Hotel
And Pendray Inn and Tea House
330 Quebec Street
Victoria, B.C., V8V 1W3

Job Description: Dining Room Server

To undertake the following tasks:

- Arranging the dining room
- Welcoming and serving Restaurant guest
- Tidying the dining room after meal service

The Dining Room Server forms the continuous link between the kitchen and the dining room.

Key Responsibilities:

- To ensure the guests receive high quality services and service provision
- To ensure that health and safety and procedures are respected, especially Serving It Right
- Following opening/closing duties and all procedures set forth in the dining room service manual, including steps of service
- Completing daily/weekly cleaning tasks
- Collecting and balancing payments and follow proper cash-out procedures as set forth in dining room service manual
- Informing the Chef or Supervisor when product is low, or if there are maintenance issues
- Completing additional tasks as requested by Management.
- Reports directly to and take direction from: the Front of House Supervisor, Executive Chef, and Food and Beverage Manager
- Follow the policies and procedures set forth in the Huntingdon Manor Employee Handbook

Entry Requirement Skills:

Understanding basic rules as they apply to:

- Hygiene
- Storage
- Politeness
- Team working
- Sales ability
- The ability to listen: understanding how to detect customer needs
- Attention to detail
- Sensitivity to customers: good relationship skills
- Physical and mental resilience
- Thoroughness
- Organisation: multi-skilled
- Adaptability/reactivity
- Good time-keeping

Dress Code:

Black dress slacks with black dress shirt or blouse, or black dress (skirts and dresses should have a length of just above the knee), black closed toe/heel shoes (no sneakers, no Toms, no sandals, no heels), hair back and neat, tattoos must be covered, hands should be neatly manicured, no chipped or peeling nail polish, clothes should be neatly pressed and clean at all times.

Qualifications:

- Previous experience may be a requirement, depending on the position level
- Serving It Right certificate is required for those employees who are serving alcoholic beverages
- Food Safe Level 1 is required for those employees who are handling food preparation.

I, _____, have read and understand the Job Description relating to my position of Dining Room Server at The Huntingdon Manor/Pendray Inn and Tea House.

Signed, _____, Dated this ___ day of _____, 20__