



## **JOB POSTING**

Date of Notice: June 6, 2019

Position Title: **SERVER – Part-Time**

Job Location: McKee's Pub

Position Reports To: Food & Beverage Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax: 541-347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Primary Duties:**

- Provide immediate attention to all guests upon seating, greet warmly and distribute menus.
- Fill water glasses with ice water while guests decide upon order; answer questions and suggest menu items.
- Take 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 satisfaction; replenish water and butter as necessary.
- Remove soiled dishes as guests finish.
- Suggest and serve dessert, coffee, and after dinner drinks.
- Verify accuracy of prices, taxes, tips and other charges on all checks and present bill.
- Handle all cash and credit cards as applicable 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.
- Report tipping as required.
- Perform other duties as appropriate.

### **Minimum Qualifications:**

- High school graduate or equivalent 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.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time.
- Lift up to 50 lbs occasionally, 30 lbs frequently, and 20 lbs constantly.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a complete application and optional cover letter and resume to the address shown above prior to the closing date.*

*Complete position description available upon request.*

**Bandon Dunes, L.P. is an Equal Opportunity Employer**