

LA VALENCIA
HOTEL
POSITION DESCRIPTION

JOB TITLE: Server

JOB TYPE: Part Time

DEPARTMENT: Food and Beverage

REPORTS TO: Director of Food & Beverage, Food and Beverage Manager, Food and Beverage Supervisor

JOB SUMMARY: We are looking for an energetic person who would love to support the food and beverage department in The Med. We are looking for a server with excellent serving skills and a great personality to elevate our high-end restaurant. We are looking to bring on someone who shares our passion for hospitality and creating exceptional and memorable experiences. Ideal candidates are highly motivated and effective at working in a fast-paced team environment. In addition, shares our passion for hospitality and creating exceptional and memorable experiences. Highly motivated and effective at working in a fast-paced team environment.

ESSENTIAL DUTIES:

- Greet and acknowledge guests promptly and professionally, present menus, and accurately take food and beverage orders.
- Maintain thorough knowledge of menu items, ingredients, preparation methods, common allergens, dietary restrictions, and beverage offerings to confidently assist guests and answer questions.
- Provide attentive, personalized service throughout the guest experience, anticipating and responding to guest needs.
- Maintain refined and consistent table service in accordance with established luxury service standards.
- Ensure guests receive requested items and amenities in a timely and professional manner.
- Maintain tables throughout the meal, including clearing plates, silverware, and glassware as appropriate.
- Inquire about the guest experience and promptly address and resolve concerns or service issues, involving a supervisor when necessary.
- Prepare and serve food and beverages in accordance with established quality, presentation, and health standards.
- Prepare and serve cocktails and other beverages according to established recipes and standards.
- Maintain a thorough knowledge of menu items, ingredients, preparation methods, and beverage offerings.
- Maintain a professional, polished, and guest-focused demeanor at all times.
- Keep service stations, tables, and work areas clean, organized, and properly stocked throughout the shift.
- Complete all assigned side work, opening and closing duties, and service responsibilities.
- Ensure the dining environment, including table settings, lighting, music, and overall presentation, meets established service standards.
- Monitor inventory and notify the supervisor of supplies or items requiring replenishment.
- Work collaboratively with team members and other hotel departments to ensure a seamless guest experience.



- Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or equivalent preferred but not required.
- Valid Food Handler's Certificate - required
- Valid Responsible Beverage Service (RBS) Certification - required.
- Availability to work evenings, weekends, and holidays
- Flexible schedule availability, including weekends and holidays

SKILLS AND APTITUDES:

- Ability to prioritize tasks effectively.
- High-quality standards for production and service.
- Maintain a professional and courteous environment.
- Good team player.
- High level of morale and productivity.
- Strong knowledge of spirits, wine, and beer.
- Excellent interpersonal and communication skills, with a polished, professional demeanor.
- Ability to multitask gracefully, remain composed, and maintain exceptional service standards under pressure.
- Team-oriented, proactive, and committed to guest satisfaction.
- Ability to work well under pressure.

PHYSICAL DEMANDS:

- Ability to frequently stand up or move with and outside of the hotel facility.
- Carrying or lifting items weighing up to 50 pounds.
- Ability to walk and move about the facility for extensive period of times, bending, stooping and kneeling.

Must be able to work well under pressure. Must always be aware of environment and safety procedures. Flexibility is required to work long, sometimes irregular hours, weekends, and holidays.

WORK LOCATION: In premises

The above statements are intended to be a general description. The omission of a specific duty does not exclude it from the position if work is similar, related or logically assigned. Moreover, the description is subject to change as the needs of the employer or position change.

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without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, medical condition, and any other status protected by state or federal law. As an Equal Employment Opportunity Employer, we comply with the Americans with Disabilities Act (ADA) to make reasonable accommodation to qualified individuals. Qualified individuals are encouraged to discuss potential accommodation with the employer.
