



Job Title: Catering Server	Venue: Charleston Gaillard Center
Company: Spectra Food Services & Hospitality	Department: Catering
Reports To: General Manager	Supervises People (Y or N): No
Exempt or Non-exempt: Non Exempt	Number of Direct Reports: 0

Organization Background:

The Charleston Gaillard Center is an 1,800-seat performance hall located in Charleston, South Carolina. The newly constructed facility also contains 16,000 square feet of exhibit and meeting space, along with office and public spaces. The Gaillard Center's mission is to provide the Lowcountry with a world-class performance hall, elegant venue space, and vibrant educational opportunities inspiring our dynamic community through the power of the performing arts. We seek to enrich the diverse community of Charleston with artistic and cultural experiences that are accessible and unique, and to serve as an education resource for generations to come.

Job Summary:

The Server is responsible for serving food and beverage products to guests in the venue during events. The Server must be familiar with and follow all state and company alcohol service policies.

The Server must maintain excellent attendance and be available to work events as scheduled per business need.

Essential Job Functions:

- Responsible for serving food and beverage products to guests in the venue during events.
- Responsible for serving beverages to guests including alcoholic beverages. Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages.
- Responsible for recording a guest's order and relaying the order to the kitchen and/or concession stand via P.O.S. system.
- Responsible for observing guests to respond to any additional requests.
- Responsible for computing the cost of the meal and presenting the guest with the check. Accept payments and provide change as necessary.
- Recommends certain menu items and identifies ingredients or explains how various items on the menu are prepared.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.

Knowledge, Skills and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess valid food handling certificate or alcohol service permit if required by state or federal regulations.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as related to cash/credit transactions and cash reconciliation.
- Ability to handle cash accurately and responsibly.

Education, Qualifications and Experience:



- Experience working in a fast-paced restaurant setting preferred.
- High School diploma or equivalent (G.E.D.)

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Mobility:				X
Climbing/Stooping/Kneeling:				X
Lifting/Pulling/Pushing:				X
Fingering/Grasping/Folding:				X

Note: The statement herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To Apply: Please send resume or work experience and cover letter to Chelsea Selvadurai at cselvadurai@gaillardcenter.org

Applicants will be notified if selected for interview. Please no phone calls.