

WELLSVILLE CREATIVE ARTS CENTER

Waiter/Waitress

Status: Hourly	Title: Waiter/Waitress
Hours: up to 20 hrs/wk	Supervisor: Front of the House Supervisor

SUMMARY

Provide exceptional service to customers of Little Gem Restaurant and the Wellsville Creative Arts Center Cafe. Promotes a positive corporate image for the continued growth of the Wellsville Creative Arts Center.

QUALIFICATIONS

- Prior waiter/waitress experience required
- Must be at least 21 years of age
- Exceptional customer service skills
- Basic computer skills
- Knowledge of all food safety procedures
- Highly organized and detail oriented
- Independent, motivated self starter yet a team player
- Ability to work within time constraints and meet deadlines on a daily basis
- Dedicated to task completion and the ability to multitask with frequent interruptions
- Flexible and available to work additional hours when necessary
- Ability to follow detailed directions
- Open minded attitude and a desire for continuous improvements

DUTIES AND RESPONSIBILITIES

- Provide exceptional customer service
- Suggestive selling of menu, dessert and beverage items
- Taking customer orders and meal distribution
- Beer and Wine service
- Operation of a computerized cash register
- Preparing salads as needed
- Meal and Dessert plating and presentation as needed
- General cleaning and housekeeping as needed
- Adhere to check lists for all daily operational needs
- Assist Arts Center Staff as needed
- Other duties as assigned