



*Union League of Philadelphia  
Food & Beverage Department*

**I. Position**

1862 Server

**II. Reports To:**

Dining Room Manager

**III. Essential Functions**

Report to work as if it were show time - "WOW" our members with proper service and knowledge of food and spirits.

Must take pride in representing the Union League as a professional.

**IV. Additional Responsibilities**

1. Reports to work on time in clean and pressed uniform.
2. Performs opening side work, stocking station with all proper condiments and supplies, check with Hostess for reservation for appropriate supply stock.
3. Check all table linens for holes and stains and proper size for table, making sure all linen is put with seams and labels on the inside.
4. Wipe all base plates, flatware, glassware and lamps with damp towel.
5. Check all chairs and floors around tables.
6. Report to pre shift meeting at 5:15 for nightly specials and floor chart.
7. Greet all tables as they are seated using Members name when possible (Good evening Mr. and Mrs. Johnson, welcome to 1862) **Do not use the word folks!!!**
8. Offer table a cocktail or a glass of wine, take wine order if having bottle of wine. Must have knowledge of proper wine service.
9. Serve all ladies cocktails first, serving host last, if bottle of wine ordered present wine to guest that ordered wine for correct wine selection. Get wine steward to serve wine if you need help.
10. Give table evening additions; suggest your favorite appetizers and entrees.
11. Take order with proper seat numbers, using the correct seat one.
12. Give food order to back server. Walk through station refreshing cocktails and tables maintained.
13. Write order on the proper Union League check (write clear and in order, others may have to read check to serve your food)
14. **SERVER** is to stay in the station and take charge of the station and work as a team with other staff.
15. Serve all ladies first
16. Serve Host last.
17. All food served from the left / remove empty plates from the right. Serve all drinks from right.
18. Present desert menus, take coffee order.
19. Thank members for coming invite members back.
20. Makes sure all tables are reset and station is clean before checking with closer.
21. Report to Manager before leaving.