

Professional Community Management of CA, Inc. (PCM) is seeking an experienced and professional **part-time Wait staff Servers / Bus Person** at our Sun Lakes Country Club community in Banning, CA. Under the Food and Beverage Manager, the Wait staffs primary function is prompt, efficient and professional service to our customers. The Wait staff servers should, at all times present a friendly, courteous and helpful attitude. Food handling certificates are required. Must be flexible to work days, nights, weekends, and holidays.

Essential Duties and Responsibilities:

- Provide the utmost in customer service with attention to detail and customer needs, and immediate attention to each guest upon seating.
- Discuss only positive aspects of fellow employees and working conditions when speaking to a guest.
- Maintain a professional relationship with guests.
- Answer questions regarding any menu item, offers suggestions and describes specials to guests.
- Takes food and beverage orders from guests, maintaining a friendly helpful attitude, follows up with guests assuring satisfaction and replenishes items as needed or requested.
- Maintain clean and organized work station side work duties and keeps dining areas clean.
- Responsible for all checks and transactions, funds received signatures and assuring appropriate handling of these items.
- Follow established standards (Club policies and practices) for greeting, all services, food delivery and general service techniques using practiced tray service.
- Must maintain a clean uniform and good personal hygiene.
- Perform other job projects and work related projects as required.

Qualifications:

- Knowledge of approved sanitation methods.
- Must possess current Food Handlers card.
- Ability to work effectively as part of a team with employees, customers and vendors.
- Maintain a professional attitude, and effectively work with vendors, homeowners, outside customers and all levels of staff.
- Resolve conflicts and problems expeditiously, courteously and tactfully.
- Effectively communicate in English both orally and in writing.
- May be required occasionally to attend functions and work a flexible schedule that will include days, evenings, weekends and holidays

We offer an excellent working environment, competitive compensation, and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holiday, vacation and sick leave.

Principals only, no third-party vendors

Professional Community Management is an Equal Opportunity Employer