

Location: Indio, CA

Professional Community Management of CA, Inc. (PCM) is seeking a Full and Part Time Wait Staff to join our growing team. The Wait Staff's primary function is prompt, efficient, and professional service to our customers. The Wait Staff's primary function is the service of food and beverage. The Wait Staff should, at all times, present a friendly, courteous, and helpful attitude. Food handling certificates are required.

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.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind the work of different assignment positions.

NON-ESSENTIAL RESPONSIBILITIES:

- Assist with other jobs and other duties as necessary

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 holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer