



Job Title: Food & Beverage Server
Department: Guest Services
Reports To: Guest Services Supervisor
FLSA Status: Non-exempt

WHITE OAK CONSERVATION HOLDINGS LLC

Position Purpose

To perform all duties associated with food and beverage service and Guest Relations as it pertains to Lodges, Guest Houses and Special Events. The Food and Beverage Server is responsible for creating an exceptional and memorable guest experience all while informing our guests of our conservation mission.

Responsibilities and Tasks

The essential duties and responsibilities of this position include the following. Other duties may be assigned.

- Ensure guests receive the finest quality food and beverage service while providing a positive, professional attitude and appearance.
- Maintain cleanliness and product quality standards of guest lodges and cottages, public spaces, restrooms and banquet/meeting/conference rooms for food and beverage service.
- In coordination with the supervisor, chef and other team members, perform the necessary duties executing all food and beverage services in a professional manner in accordance with standard procedures.
- Daily responsibilities as a food and beverage server to include, but not limited to, executing breakfasts, coffee breaks, luncheons, dinners, cocktail receptions, galas, meal drop offs etc.
- Participate in the prep, set-up of function rooms for all meals, events and services to include, but not limited to, the placement of linens, silverware, glassware and chinaware etc. according to the event specifications.
- Accurate knowledge of food and beverage menu options and availability.
- Know the necessary contacts, radio numbers and phone numbers to assist and familiarize guests with the facility and our mission.
- Stock and Un-stock cottages with all required food and beverage items.
- Check guest daily/overnight information and plan accordingly.
- Assist in the drop off, pick up and laundering our linens.
- Create plant and floral arrangements for daily meal service, events and enhancing the atmosphere of the cottages.
- Assist Guest Relations by greeting guests, bartending and attending to the Big Game Room.
- Communicate function specifications, procedures and changes with affected departments including, but not limited to, Café Staff, Guest Relations, Operations, Maintenance and Housekeeping.
- Participate in the breakdown of the function room and ensure proper storage of service items.
- Assist other departments on property during off peak times.
- Practice proper food handling methods, safety procedures and ensure all designate service work areas are kept clean and up to standards.

Minimum Qualification Requirements

High School Diploma or equivalent required; Associate or Bachelor's Degree preferred.
Three years of experience in the food service, hospitality, or related industry.
Knowledge of food service practice and procedures preferred.
Ability to work independently with minimal supervision.
Ability to understand and follow oral and written directions.
Ability to communicate effectively both orally and in writing
Ability to work extended hours, weekends and holidays.
Florida or Georgia Driver's license required.
Must pass pre-employment drug test, and may be asked to complete background check.

Physical Demands and Working Conditions

Physical Demands:

Standing and walking for extended periods of time.
Occasional bending, kneeling, or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.

Environment:

Indoor/Outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
Changing priorities and interruptions.

To Apply

To apply, please submit a resume and cover letter to careers@white-oak.org.