



Job Description: Server/Bartender

**Certifications Required:** Smart Serve, WHMIS

**Responsibilities**

- Opening & Closing of restaurant: *Key Holders*
- Serving food & beverages to all customers in a courteous & efficient manner
- Comprehensive Menu(s) knowledge
- Use of Bar/Service equipment *IE: POS System, Televisions, Draught System*
- Phone Etiquette, receiving "Take Out" orders
- Light daily cleaning
- Maintaining highest levels of food safe handling
- Cleaning dishes & glassware
- Removal of garbage & recycling
- Restocking & rotating of stock
- Daily cash float
- Handling cash & all card transactions
- "Cash out & End of Day" financial procedures
- Tip share
- Clearing & Cleaning of tables in a timely manor

**Customer Relations**

- Greeting & sending off of customers
- Menu recommendations
- Informing patrons of all **Features** & promotions *IE: Facebook page*
- Applying professionalism when dealing with cut offs/removal of patrons
- Showing respect & grace towards all customers
- Assisting with any at present customer concerns (comps/voids)
- Directing customers to seek management or owners for direction in upper level matters(*Ordering & Maintenance*)
- Promoting positive relationship between the establishment & community

**General**

- Preventative maintenance *IE: salting & shovelling of snow, removal & cleaning of all floor tripping or slipping hazards*
- Direct involvement & communication with all levels of management
- Continuously industry learning and practices *IE: Trade Shows, Field Trips, New Technologies, Certification Requirements*
- Positive interaction with all other employees
- Team support & cross over roles
- Take PRIDE in the Establishment & Your Work



# JOB APPLICATION

Date: \_\_\_\_\_

## PERSONAL INFORMATION (Please Print Clearly)

<b>First Name:</b>	<b>Last Name:</b>
<b>Phone Number:</b>	<b>D.O.B.(M/D/Y)</b>
<b>Cell Number:</b>	
<b>Address:</b>	
<b>Email:</b>	

## EMPLOYMENT INTREST

<b>Position applying for:</b>
<b>Number of Hours expected:</b>
<b>Rate of pay expected:</b>

## CURRENT EMPLOYMENT

<b>Are you currently Employed?</b>	<b>YES</b>	<b>NO</b>
<b>Name of Company?</b>		
<b>Length of Employment?</b>		
<b>Date available to start?</b>		

## EMPLOYMENT HISTORY

<b>Company:</b>	<b>Length of Employment:</b>	<b>Reason for Leaving:</b>
<b>Company:</b>	<b>Length of Employment:</b>	<b>Reason for Leaving:</b>
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## AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A.M.							
P.M.							

## CERTIFICATES & AWARDS

<b>Certificate(s), License(s), Award(s)</b>	<b>Date Received or Completed</b>

## HOW DO YOU KNOW THE LOCKER


**Please rate yourself on the following, Scale of 1-5  
(1 being the lowest, 5 being the highest)**

Team Player	1	2	3	4	5
Independent Worker	1	2	3	4	5
Ability to multi Task	1	2	3	4	5
Time Management Skills	1	2	3	4	5
Customer Service Skills	1	2	3	4	5
Punctuality	1	2	3	4	5
Problem Solving Skills	1	2	3	4	5

REFERENCES		2 Work	1 Personal		
Name	Phone Number	Business	Relationship	Years Acquainted	
1)					
2)					
3)					

Are You Bondable?	YES	NO
Do you have a valid drivers license?	YES	NO

**TELL US ABOUT YOURSELF**

What is the craziest thing you have ever done?

What is something you want us to know about you?

What is your proudest moment in life so far?

**PLEASE READ & SIGN BELOW**

By signing below I am stating the information provided to be true, and accurate to the best of my knowledge. I understand the information I have provided will be kept confidential, and used only for the purpose of this job application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**From The Locker Management Team we would like to Thank You for your interest in our business.  
We will contact only those who are being considered for the position, to arrange an interview.  
Please attach your resume with this application.**