



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING: FOOD & BEVERAGE SERVER

Job Title: Food and Beverage Server  
Reports to: Food and Beverage Manager

Department: Hospitality/Food and Beverage  
Job Type: Temporary, Part-time, Hourly, Non-Exempt

**Position Summary:** Responsible for setting up, stocking, serving and dismantling catering and, or beverage services for the Frederik Meijer Gardens and Sculpture Parks' Food and Beverage Department. Required to work independently as well as with effective direction and support for other staff members, volunteers, and vendors.

### Essential Functions:

- Provide guest centric service for food and beverage related events
  - Follow work assignments / instructions provided by supervisor
  - Read and follow instructions on event pull sheets
  - Assemble and place all materials needed according to event order forms
  - Read and follow facility room and table diagrams for set up
- Serve guests according to floor service layout and the organization's guiding principles
  - Clear dining areas and check on guests' experience
  - Serve, coordinate, and document beverage inventory use per event details
  - Assemble beverage products according to pull sheets prior to events
  - Pour and mix drinks for guests
  - Operate cash registers and record sales
  - Rotate inventory and stock supplies
- Coordinate and document accounting information in connection with beverage service
  - Secure cash for registers and count tills prior to starting service
  - Collect payments, fill out paperwork and process cash, checks and credit cards
  - Balance registers at close of each event
- Monitor and maintain cleanliness and general organization of facilities and equipment
  - Maintain clean work areas, equipment and service locations
  - Wash china, glassware, flatware, and other equipment related to assigned events
  - At conclusion of each event, put away equipment and products used in proper locations
- Contribute to a positive team approach by supporting front of the house and back of house as requested

### Other Functions:

- Assist with Amphitheater food and beverage services
- Assist with Café services
- Assist with providing food and beverage services for hospitality tram packages

### Expected Functions:

- Report to work on time, as scheduled and in proper uniform
- Maintain quality communications and organizational skills; meet deadlines
- Adhere to and enforce all Meijer Gardens' policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Follow all Health Department and State of Michigan Liquor laws and codes
- Embrace the fact we are a non-profit institution that serves the public
- Exhibit strong moral and ethical values
- Other duties as assigned by supervisors

### Minimum Job Requirements:

**Experience:** One year of experience in serving and or bartending within the food & beverage industry.

Specific Skills: Ability to carry and balance serving trays with multiple items.

Working Conditions: Fast paced environment in a cultural organization requiring high levels of social contact and physical work. Very customer service oriented work, requiring multi-tasking in a hands-on manner i.e. floor service and communications. Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50lbs unassisted) bending, walking, and standing for long periods of time. Occasionally required to work under inclement weather conditions

If you are interested in working for one of West Michigan's premier cultural institutions and with a highly-motivated team... send your resume to [hr@meijergardens.org](mailto:hr@meijergardens.org) or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens and Sculpture Park is an EOE.

*All candidates are required to submit to our background and drug screening process.*