



Lake of the Pines Association Server – PT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Server. This Position is at our restaurant, The Clubhouse. Serving required during both regular dining hours and for special events. Currently, we are hosting special club events, weddings, and association banquets.

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is a PT, hourly position with a salary of \$15.50 per hour plus tips. Position includes benefits such as sick leave, discounted golf, and meals at our 2 restaurants, and facility use privileges including swimming pool, beaches, parks, and tennis. Pre-employment background search required following conditional offer of employment.

Required Duties and Responsibilities:

- Must be able to work all shifts including nights, weekends, and holidays.
- Passionate about the service industry and customer satisfaction.
- Demonstrates a positive attitude always and willing to help where needed.
- Greets guests with an enthusiastic and friendly attitude and provides the highest level of service.
- Serve orders when ready. Beverage from right; food from left.
- Be familiar with the menu and special dishes. Present up sells to guests.
- Record orders for food and/or drinks through Micros POS.
- May answer telephone and accept reservations.
- Knowledgeable of Wine and other featured beverages.
- Prepare all monies/charge tickets and tips for turn-in at end shift. Ensure all banks are correct or identified as to shortage/overage.
- Observe table settings to ensure that they are attractive and clean.
- Remove or ask Busperson to remove soiled dishes immediately when guests have finished each course.
- Arrange tables, fold linens.
- Maintains a clean work area and guest environment.
- Understands basic money handling and can make proper change and process credit cards.
- Must be flexible in schedule requirements as hours may fluctuate.

Qualifications Requirements:

- Minimum of 1 year experience in serving.
- Meets state & local age requirements for serving alcohol.
- Maintains current Food Handlers Certificate and Responsible Beverage Service Server ID with the State of California.
- Must be able to lift and carry 50 pounds.
- Must be able to balance and carry multiple beverage items and plates of food.
- Must be able to stand, walk, lift and bend for extended periods of time.

- Excellent people skills and outgoing personality.
- Team player who works with a sense of urgency, and is a honest, trustworthy person of integrity.

Applications are available online at www.lop.org under About Us/Employment Information. When logged in as a member, it is listed under the Association tab - Employment and when not logged in, it is under the About Us tab - Employment Information. If interested, please submit an application and a resume to HR@lop.org. Email resume and application by responding to this ad or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.