



A Teatro Zinzanni production

GENERAL INFORMATION

Position Title: Server Assistant

Pay Status: Exempt Non-Exempt

Job Status: Part-time _____ Full-Time _____

Reports To: Wheelhouse manager

Employer: TZ Woodinville LLC

Start Date: ASAP

Last Revision Date: 6/6/2019

POSITION SUMMARY:

The overall goal to being a Server Assistant is to help with teamwork in the restaurant to ensure it is efficiently run. We are providing this Priority List to show that there is always something to be done. Although we put them in a listed order there are always exceptions to the rule. This is a general guideline to focus on when there is downtime.

SUMMARY:

In 2018, the Seattle-based headquarters of Teatro Zinzanni moved the Spiegeltent and all of its operations to a wooded former brewery site in Woodinville, Washington, a community just outside Seattle in the area's "tech corridor" with more than 100 wineries in the neighborhood. The Wheelhouse restaurant came to life in August 2019.

Wheelhouse is a full service restaurant supporting the local community and surrounding area. We offer the freshest local products, local wines, beers and spirits through innovative menus. The Wheelhouse is a place for friends and families to gather for nourishment and merriment. We are open for lunch and dinner seven days a week year round, with the exception of a few key holidays. The long-term goal for the Wheelhouse is to become a landmark for the Hollywood district as well as greater Woodinville.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- **Safety** is always priority number one! Stop everything to wipe up a spill or sweep up a broken dish!
- **Taking care of guests with immediate needs.** Generally, the server will be able to keep one step ahead of their guests; yet at times a guest will ask the server assistant for something if the server is not available, or the server may need a little assistance to meet all the immediate guest needs. Guest's should never wait for anything, so server assistants should do what is needed to help the server so that guest service does not suffer.
- **Water Service-** Provide water for all guests within 2 minutes of the guest being seated.
- **Clear and Set Tables-** Ensure that our guest have clean tables around them at all times. This is your primary focus! Adhere to the correct way of setting tables so that everything is pristine, polished, and clean before the guest arrives at their table.
- **Stocking-** Being prepared for a shift is paramount to being successful. Primarily done at the beginning or end of the shift, but on busy nights we need to make sure we have the tools to do the correct job.
- **Re-Water Tables-** One of the primary service focuses is to ensure that a glass of water is never empty. If all the tables are bussed, its time to making sure that all guests have their waters completely full.
- **Assisting Servers-** When all 5 priorities above have been accomplished then it is time to help the servers. Clearing plates, bringing bartender some ice, refilling coffee, hot tea; ice tea is just a few of the ways to support the team.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- Have an engaging personality and a sense of humor
- Have worked in a high-volume restaurant and can work within a team environment
- Have an understanding of fine dining restaurant standards
- Can take direction and be quick to think, adapt and respond
- Must be detail oriented with high cleanliness standards
- Well-groomed and professional appearance
- Minimum high school graduate or equivalent
- Excellent communication skills, with the ability to see, hear and verbally communicate with the public in English
- Current food handlers permit
- Good physical condition/ Ability to lift 40 lbs.

This job description serves as a general overview as well as the conditions in which I must perform the job duties that the position requires. I acknowledge all the duties that my job entails and that I may be assigned other things at the discretion of Wheelhouse management. I do understand that although these are my direct responsibilities I am a team player and will help others complete their job duties when time permits.

WORKING SCHEDULE/ENVIRONMENT

The Wheelhouse is a full service restaurant open 7 day a week for lunch, dinner and brunch. Team members will work full and/or part time shifts, weekdays, weekends, holidays, days and nights as the business needs dictate.

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How to apply:

Please send a cover letter and resume in PDF format to: wheelhouse-jobs@zinzanni.com.