



The Buffalo Club Vision

The Buffalo Club is an exceptional city club where premier facilities, personalized service and world-class experiences exceed our members' expectations every time. Our rich history and traditions are preserved, and innovation is embraced.

The Buffalo Club employees will create a positive, respectful and creative workplace where ideas are nurtured, values upheld and opportunities for growth and development are actively supported.

The Buffalo Club will embrace the community through goodwill efforts and stewardship of the environment.

Supporting Values

Personal Performance and Integrity: Strive each day for improvement of my personal performance; developing my competence and contribution to the betterment of The Buffalo Club.

Respect for the Individual: Every person and position is important to The Buffalo Club; people are our greatest asset in creating the member experience.

Cooperation and Support: To achieve highest levels of service, we must embrace the power of supporting one another.

Positive Attitude: We will maintain optimism about today, our ability to perform as professionals, and our potential for future improvement.

SERVER ASSISTANT

Department: Food & Beverage

Reports To: Food & Beverage Manager

Job Description: The Server Assistant assists the server in delivering prompt and professional service to members and their guests.

General Requirements:

- Complies with The Buffalo Club's Vision & Values
- Report to work at the scheduled time, neatly groomed and dressed in accordance with The Buffalo Club's appearance standards.
- Exceptional attention to detail.
- Anticipate guest and contact needs, ascertain satisfaction, and respond urgently and appropriately to concerns and requests.
- Exceptional communication abilities when interacting/ directing associates, guests, clients and internal departments to build relationships.
- Able to consistently perform tasks with little direct supervision.
- Works harmoniously and professionally with co-workers.

Job Requirements:

- Ensure that all supplies are cleaned, polished, stocked and ready for service.
- Dining room is set to standard per meal period.
- Assist in resetting dining room, side rooms and all side work.
- Maintains cleanliness of all dining areas and ensures front of house space is presentable at all times.
- Serves and replenishes bread, butter, and water to guests as needed.
- Basic knowledge of food and beverage offerings.
- Supports service staff during meal period in bussing tables, clearing trays and soiled linens, packaging to go items and additional duties as assigned and necessary.

Physical Requirements:

- Must have full availability and able to work a flexible shift.
- Must be able to continuously sit, stand and walk a minimum of 8 hours.
- Must be able to bend, kneel, push and pull over the course of a shift.
- All employees must maintain a neat, clean and well-groomed appearance per the club's appearance standards.
- Will be occasionally required to perform job functions outdoors and be exposed to sun, heat, humidity and other elements.
- Must be 18 years of age.
- Must have a reliable form of transportation to and from work.
- Ability to read, write and communicate effectively in English, both written and oral.
- Must be able to periodically lift and carry up to 30 lbs.

Qualifications:

Education:

- High school or equivalent education required.

Instructions on How to Apply

Please email your cover letter, resume, and references in a PDF or Word format to:

Matthew Werth, CCM

Director of Operations

mwerth@thebuffaloclub.org

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

I _____ hereby agree to the responsibilities and job functions detailed in the above job description. I am also aware my duties are not limited to the above and I may be required to perform other activities according to the needs of The Buffalo Club.

Signed: _____ Dated: _____