



JOB OPPORTUNITY

We encourage diverse applicants because we believe having a staff that authentically reflects the communities we serve is critical to our ability to be culturally responsive.

Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients and students. Waivers are available for medical and religious exemptions.

Job Title:	Server I & II
Department:	Food and Beverage
Reports To:	Food and Beverage Manager
Classification:	Part-time/Annual, Hourly/Non-exempt
Work Schedule:	Varies; includes nights and weekends
Server I Pay Rate:	\$17.00 per hour (requires MAST permit)
Server II Pay Rate:	\$15.00 per hour (w/o MAST permit)
Benefit Package:	This position does not meet qualifications for benefits

Overview:

IslandWood's mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. Servers ensure a positive and welcoming food and beverage experience for guests of IslandWood; attending directly to guest needs and making guests feel welcome and comfortable during their stay.

Primary Responsibilities:

- Anticipates guest needs; ready to accommodate requests where and when possible to ensure satisfaction and a positive guest experience
- Sets tables for meal service, cuts and places greenery arrangements on dining and catering tables
- Places linen on all tables required for event use and candles when/where applicable
- Delivers food and beverage service (including service to remote locations according to EventPro), ensures guests are well served, removes items when guests are finished and removes all catering items from spaces when events conclude
- Buss tables, reception space and remote locations of all food and beverage items during and when event concludes
- Performs prep work prior to event use and side work throughout shift
- Supports and assists dishwashers and cooks as needed
- Follows standards and policies of food and beverage service as outlined by Food and Beverage Manager and Executive Chef

Additional Responsibilities for Server I:

- Performs all aspects of alcohol service as event dictates; including setting up and breaking down alcohol service, inventory of alcohol, reconciling of all moneys from cash bar service, pouring wine and beer at tables, and operating stationary bar service during events.

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Required Qualifications:

- Minimum one year of experience in Food and Beverage industry or related setting
- Able to work well with a team and communicate effectively with staff and customers
- Ability to work varied hours; including weekdays, evenings, weekends and holidays
- Basic knowledge of various cooking techniques
- General knowledge of food allergies and preferences and the ability to ensure individual needs are met
- Must be able to obtain a proper permit to serve food and beverages (Food Handlers Permit)
- Ability to work on diverse teams and with a diverse range of people or communities
- Demonstrates IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Must be able to comply with and maintain a smoke-free and drug-free work environment.
- Must pass child safety screening procedure; post-offer.

Additional Qualifications for Server I:

- Must be at least 21 years of age
- Must be able to obtain a proper permit to serve alcoholic beverages (MAST Permit)

Physical Requirements:

- Must be able to stand and walk for extended time (duration of shift)
- Frequent walking, possible extended distances on campus
- Frequently lift/carry up to 25 lbs.
- Occasionally lift/carry up to 40 lbs.
- Frequent kneeling/stooping and full range of motion with hands and arms

Application Requirements:

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#)

By email to: employment@islandwood.org and state "Search for Server" in the subject line.

By mail to: IslandWood, Search for Server, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 16 June 2021
Application Deadline: Open until filled
Start Date: June/July

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.