



# Volunteer Position Job Description

Event: Jazz @ **Lincoln Place**

**Job Title:** Wait Staff

**Date:** Sunday September 18, 2016

**Time Commitment:** 10:30 am – 1:00 pm

**Location:** – 1400 Elkgrove Circle, Venice, CA 90291

**Contact Person(s):** Erika Lee (310) 573-8406 / elee@vchcorp.org  
Myrna Bohan (310) 573-8407 / mbohan@vchcorp.org

**Primary Responsibility:** Providing high customer service to our guests

## **Key Responsibilities:**

- Greet guests at tables and respond to requests in a friendly and courteous manner
- Serve and replenish drinks
- Remove dishes as guests complete the meal
- Serve Dessert
- Other duties as assigned

## **Qualifications:**

- Excellent customer service skills
- Experience waiting tables preferred
- Reliable, responsible, and polite
- Ability to stand and walk for long periods of time

**Support:** Training for this position will be provided day of event

**Age Requirement:** Over 14 (must be 21 to be champagne server)

**Dress Code:** White top (button down or nice t-shirt, black bottoms (pants, skirt, or shorts, jeans ok). Closed-toe shoes recommended.

**Additional Information:** Lunch will be provided