



Volunteer Position Job Description

Event: 27th Annual Jazz Champagne Brunch

Job Title: Wait Staff

Date: Sunday September 15, 2019

Time Commitment: 12:30 pm – 3:30 pm

Location: 345 4th Ave. Venice, CA 90291

Contact Person(s): Myrna Bohan, (310)573-8407 or 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: T-Shirt will be provided (or you may wear you own white shirt) and black bottoms (pants, skirt, or shorts, jeans ok). Closed-toe shoes recommended.

Additional Information: Lunch will be provided