

The University of Akron
Classification Specification

Job Title:	Head Server	Job Code:	96032
Job Function:	Staff	Grade:	24
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	6000 Public Safety Division	Date:	7/12

Job Summary:

Serve customers during banquets and in the Grill Room, may provide instruction and guidance to other servers.

Essential Functions:

75% Serve customers by taking orders and serving food.

10% Clear and reset tables.

10% Perform cleaning and preparation duties as assigned.

5% Provide instruction and guidance to other servers.

Education:

Requires high school diploma or GED.

Licenses/Certifications:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 1 year experience in taking customer orders and serving food.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.