

Restaurant server job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a server to give our guests friendly, attentive service, guide them through our menu, and make every visit one they want to repeat.

What you'll do

- Greet guests, present menus, and explain specials and menu items.
- Take accurate food and beverage orders and enter them in the POS system.
- Recommend dishes and drinks, including add-ons and desserts.
- Serve food and drinks promptly, and check back throughout the meal.
- Check ID for alcohol orders and serve responsibly.
- Handle payments and close out checks accurately.
- Set, clear, and reset tables and help with side work.
- Communicate allergies and special requests clearly to the kitchen.

What you'll need

- Friendly, upbeat communication with guests.
- Ability to carry trays, stand, and walk for an entire shift.
- Minimum age to serve alcohol in [State], if the role serves alcohol.
- Availability for nights, weekends, and holidays.

Nice to have

- Previous serving experience in a [casual or fine dining] restaurant.
- Food handler card or responsible alcohol service certification.
- Wine or cocktail knowledge.

Skills

Hospitality, Menu knowledge and upselling, Multitasking, Memory, Teamwork with the kitchen, Composure during a rush.

Physical demands and work environment

Restaurant dining room. Requires standing and walking for the full shift, carrying trays up to 25 pounds, and working in a hot, busy environment.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$16.94 (BLS OEWS, May 2025, SOC 35-3031, Waiters and waitresses).
- Median annual equivalent: \$35,240 (hourly median x 2,080 hours).
- Mean annual wage: \$40,060.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Federal law allows employers to pay tipped employees a cash wage as low as \$2.13 an hour if tips bring them to at least \$7.25, but many states require a higher cash wage, and several, including California, Washington, and Minnesota, don't allow a tip credit at all. Since 2018, managers and supervisors can't keep any part of employees' tips, and employers that take a tip credit can only include tipped staff in a mandatory pool. Explain tip pooling in writing at hire.

How to customize it

- State the hourly cash wage and whether tips are pooled.
- Say how tips are paid, such as daily or on payroll.
- Describe section size and covers per shift.
- List meal benefits and schedule flexibility.

Interview questions

1. Tell me about a time a guest complained about their food. What did you do?
2. How do you handle a table with a severe food allergy?
3. Walk me through how you'd manage five tables seated at once.
4. How do you recommend a dish without sounding pushy?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

Find 50 free job descriptions at hrtally.com/job-descriptions

Compare HR software, read independent reviews, and get free quotes at www.hrtally.com

Related: Bartender, Line cook, Restaurant manager