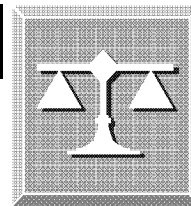


**TS-32 August 1974**

**Federal Wage System  
Job Grading Standards**



**WCPS-2 August 2002**

**FEDERAL WAGE SYSTEM  
JOB GRADING  
STANDARD  
FOR  
WAITER,  
7420**



**Workforce Compensation  
and Performance Service**



# WAITER, 7420

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## WORK COVERED

This standard is for use in grading nonsupervisory work concerned with setting up tables in a dining room, serving the requested selections in the prescribed manner, and clearing the tables upon completion of the meal.

## WORK NOT COVERED

- Work involving overall responsibility for the dining room and its operation.
- Work involved in setting up food service counters, steam tables, and side service stand, and serving meals in a cafeteria or family style setting (See [Job Grading Standard for Food Service Working, 7408](#)).

## TITLES

All jobs graded by this standard are to be titled *Waiter*.

## GRADES

This standard describes only one grade level. If jobs differ substantially from the skill, knowledge, or other work requirements described at this level, they may warrant grading either above or below the grade of this standard based on the application of sound job grading methods.

**7420-3****WAITER, GRADE 3****7420-3**

*General:* Grade 3 waiters perform the necessary preparations in their assigned area prior to opening the dining room such as setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. They prepare the back up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads, and familiarize themselves with the menu for the day. They offer suggestions if requested, record the desired selections from guests and turn in the order for preparation of the main dish to the kitchen. They serve the side dishes called for such as salads, fruit dishes, bread, wine, or other beverages. When the meal has been completed, they clear and clean the table and the immediate area and reset the table in preparation for the next guests.

*Skill and Knowledge:* Grade 3 waiters have the skill required to serve beverages and meals in the proper manner and sequence, and are knowledgeable of the proper food handling techniques such as the correct side to serve from and the correct side to remove from. They are knowledgeable of the composition of all food items on the menu, whether American or Foreign; the available beverages and wines and which wines complement specific meals and their proper serving temperatures. Waiters at this level are skilled in the proper table setting techniques; e.g., silverware, glass, condiment, and decoration placement. They also have ability to make simple mathematical calculations such as tabulation of the checks.

*Responsibility:* Waiters are assigned stations by the supervisor and given any special instructions necessary. They are held responsible for complying with standard methods and procedures such as conduct, etiquette, dress code, serving techniques, and complete familiarity with the menu and any subsequent day to day changes.

*Physical Effort:* The work at this level requires the use of both arms, hands, and legs, and involves prolonged standing, walking, reaching, and light lifting. Objects handled and carried seldom weigh in excess of 5 kilograms (10 pounds).

*Working Conditions:* The work of waiters is normally performed inside with adequate lighting and heat, and they are exposed to the possibility of cuts, bruises, and slippery floors when in the kitchen area.