

# PAPER MILL PLAYHOUSE

## **FM KIRBY CARRIAGE HOUSE RESTAURANT at PAPER MILL PLAYHOUSE**

**Job Title:** Server

**Status:** Part-Time | Non-Exempt

**Location:** On-Site – Paper Mill Playhouse (Millburn, NJ)

**Reports to:** Restaurant and Concessions Management Team

### **About the Carriage House Restaurant**

Paper Mill Playhouse is currently undergoing a \$48 million, campus-wide renovation project that includes an \$8.5 million renovation and expansion of the F.M. Kirby Carriage House Restaurant - scheduled to open in March as a multi-concept, full-service dining and event venue – as well as multiple theater concessions stands.

The Carriage House Restaurant will feature four distinct areas: a main dining room and bar, a smaller dining room/coffee bar, a cocktail lounge, and a flexible event space for up to 100 guests. The restaurant will serve both theatergoers and standalone diners, with expanded opportunities for special events, private functions, catering, and creative programming in collaboration with other departments.

### **Position Overview**

The Server plays a critical role in delivering elevated hospitality across pre-theater dining, traditional restaurant service, private events and periodic concessions operations. This position blends the precision and polish of upscale dining with the speed and volume demands of theater-driven service.

This is not an entry-level serving role. Successful candidates must demonstrate the ability to manage large sections, multitask effectively, and execute service under strict time constraints while maintaining professional standards.

### **Key Responsibilities**

#### **Service Execution & Efficiency**

- Deliver polished, efficient service during time-sensitive pre-theater dining, aligned with curtain schedules.
- Confidently manage large, high-turn sections while maintaining accuracy, pacing, and guest engagement.
- Provide attentive, well-paced service during regular restaurant operations between productions.
- Adapt service style and workflow for private events, receptions, and buyouts.
- Demonstrate full command of all menus, specials, and beverage programs, with strong working knowledge of premium wines and spirits.

#### **Operational Support & Teamwork**

- Accurately take orders, anticipate kitchen and bar timing, and course meals appropriately.

- Perform all upscale-dining table maintenance, including marking, clearing, resetting, crumbing, and pre-bussing.
- Communicate continuously with hosts, bartenders, FOH support staff, and management.
- Model and maintain warm, professional, and hospitable communication with guests, ensuring a welcoming, approachable, and respectful service experience at all times.
- Periodically support concessions operations, executing service efficiently and professionally.
- Maintain cleanliness, organization and situational awareness throughout service.

### **Qualifications and Experience**

- Minimum 2+ years experience in upscale, pre-theater dining, or high-volume restaurant environments.
- Demonstrated ability to manage large sections under time pressure.
- Strong sense of urgency paired with attention to detail.
- Excellent communication skills and team awareness.
- Flexibility to work across dining room service, events, and concessions.
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

### **Physical Requirements**

- Ability to stand and walk for extended periods.
- Ability to lift and carry trays and service items up to 25 pounds.

### **Schedule & Hours Requirements**

- This is a part-time position with hours scheduled based on business needs. Schedules may vary throughout the year in response to performance schedules, seasonal activity and special events, and may include days, evenings, weekends, holidays, and performance-related hours.

### **Compensation**

\$6.05 per hour plus participation in tip pool.

### **Apply**

Paper Mill Playhouse is committed to hiring individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

To apply, please submit a resume outlining your relevant high-volume service experience to [Recruiting@PaperMill.org](mailto:Recruiting@PaperMill.org) with subject line: **Server**. No phone calls, please.

### **About Paper Mill Playhouse**

Founded in 1934 and recipient of the **2016 Regional Theatre Tony Award**, Paper Mill Playhouse is an internationally recognized leader in American musical theater and a cornerstone of arts education and access across New Jersey. Each year, Paper Mill produces groundbreaking new works and acclaimed revivals to over 200,000 audience members, while its award-winning education programs reach more than 40,000 students, educators, and families through in-school partnerships, and access initiatives that nurture creativity, build confidence, and cultivate the next

generation of theater lovers. The campus also includes the F.M. Kirby Carriage House restaurant and other facilities that support vibrant programming and community engagement across a range of performance and hospitality experiences.

### **Our Mission**

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

***Paper Mill Playhouse*** is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and veteran status.