

Job Title: Busser

Department: Food & Beverage

Reports to: Dining Room Manager, Assistant, Captain

Date: July 2018

Job Group: Non-Exempt

Position Summary: Set and clean dining room tables before, during and after meal service; assist server with miscellaneous tasks.

Essential Job Functions:

- Stock side stations with linen, ice, silverware, glassware, butter, wine buckets, water, and any other supplies.
- Serve and refill water, butter, and rolls at assigned tables as members and guests are seated.
- Removes soiled dishes from table; brings to dish-washing area.
- Clean tabletops, dust and clean chairs.
- Remove soiled linen and replace with clean linen.
- Sweeps and cleans dining area as needed.
- Sets table with silverware, glassware and other items.
- Set-up, empty, and clean wine buckets.
- Able to work quickly during peak periods.

Other Duties & Responsibilities:

- Ability to carry heavy trays on a continuous basis.
- Assist servers in their tasks as per Server job description.
- Carry food service trays with plated food when needed.
- Move tables, tabletops, and chair.
- May perform other assignments and duties, as area needs require.

Skills & Knowledge:

- Must be able to take and pass certain, specific training courses administered by the Club.
- CPR/Heimlich
- The ability to communicate and understand the English Language.
- Must be able to differentiate sizes and types of linen.
- Must demonstrate proper methods of service etiquette.
- Previous busser experience helpful.

Licensure/Certification:

- CPR Certification.

Special Working Conditions:

- Requires both indoor and outdoor work.
- Must be able to stand, stoop, bend, reach overhead, lift, push and pull on a regular basis.
- Exposure to extreme cold, heat and humidity.
- Exposure to various fumes, noise and bright sunlight.
- Requires work on holidays and weekends, mornings, afternoons and evening/night shifts. May be required to work double or triple shifts during peak times. Schedule varies according to the needs of the Club.