



Career Position Description

Title: BUSPERSON

Reports to: Restaurant Manager

Summary of Position:

Serve guests, bread, water and butter upon their arrival, and provide refills as needed. Assist team members in meeting guest's needs. Remove used tableware between courses; clear and reset tables after guests leave.

Duties & Responsibilities:

- Obtain service area assignment at the beginning of each shift.
- Promptly greet guests as they are seated and bring bread, butter and water to table.
- Remove used tableware between courses and provide tableware for next course.
- Clear tables after guests.
- Take used tableware to dishroom and unload, sort and stack silverware, dishes, glassware, etc. in designated areas in the soiled dish drop off area.
- Between seatings promptly clean table tops, chairs and booths. Check floor and clean as required. Reset and arrange tabletop.
- Inspect assigned restroom every 30 minutes and clean as needed.
- Respond appropriately to guest requests. Communicate guest requests to server as needed.
- Communicate with server and hostess to assure efficient seating, table utilization and customer service.
- Assist server as needed with food delivery, especially with large parties and during peak periods.
- Thank guests as they are leaving
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- General cleaning duties.



- Attends all scheduled employee meetings and brings suggestions for improvement.
- Other restaurant tasks as required by management or leadership.

Qualifications:

- No previous restaurant experience required.
- Be able to communicate clearly and effectively.
- Be able to lift, reach, bend and stoop.
- Be able to work in a standing position for long periods of time.
- Must have exceptional hygiene and grooming habits.

The statements contained herein reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the general scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load, gain additional experience to further the individual's professional development.

Equal Opportunity Employer

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