

Pine Mountain Lake Association Job Description

Job Title: Busser
Job Code: 60
Employee Name:
Department: The Grill
Location: The Grill
Reports To: Dining Room Captain
FLSA Status: Non-Exempt
Prepared Date: 03/08/2021 sa

SUMMARY

Assists wait staff in preparing dining room and patron service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Sets and resets dining tables with appropriate linens.
- Removes empty plates, flatware, and bar glassware after each completed course.
- Folds napkins, cleans wait station, and replenishes supplies throughout the shift.
- Dusts furniture. Washes walls and woodwork. Spot cleans windows, door panels, carpet and outdoor patio.
- Empties wastebaskets, and empties and cleans ashtrays before returning to storage.
- Serves patrons water, coffee, tea, bread, crackers and other items requested by wait staff.
- Sets and stocks salad bar, ice cream and bread stations.
- Moves or positions dining tables and chairs.
- Regular, punctual attendance is required
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No prior experience or training required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two or three digit numbers and to multiply and divide. Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to apply commonsense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Food handlers card upon hire.

OTHER SKILLS AND ABILITIES

Ability to operate specific equipment associated with food and bar services.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.