

JOB DESCRIPTION

Job Title: Bus Person

Department: Front of House

Reports to: Assistant Manager

SUMMARY

Assists food servers to maintain service efficiency and ensures guest satisfaction by maintaining cleanliness of front of house area.

PRIMARY RESPONSIBILITIES

1. Greets guests appropriately when they are seated.
2. Communicates with host/hostess and waitstaff to maintain service efficiency and ensures guest satisfaction.
3. Maintains cleanliness and sanitation of the front of house including all tables, chairs, floors, windows, and restrooms.
4. Serves water, bread, and butter to guests and provides refills as needed.
5. Restocks dining room with china, silverware, glassware, utensils, condiments, and linen, and maintains adequate supplies in the work stations when dining room is opened.
6. Prepares beverages required for service including coffee and water.
7. Removes dirty dishes and utensils from tables between courses and clears tables after guests leave.
8. Replaces dishes and utensils for next course and cleans and resets vacated tables.
9. Returns dirty dishes, silverware, glassware, and utensils to dishwashing area.
10. May assist waitstaff in serving tables with hot beverages such as coffee and tea.

ADDITIONAL RESPONSIBILITIES

All other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Some high school.
2. No previous food service experience required.
3. Must be able to stand and exert fast-paced mobility for periods of up to six hours in length, and lift, bend, and stoop. Must have ability to frequently lift and bus tubs, trays, and other objects weighing 40 pounds or more.

WORKING CONDITIONS

High noise levels, hot, must be able to stand for long periods of time and lift 40+ pounds.