



POSTED: November 21st,2022

DEADLINE: Until Filled

JOB DESCRIPTION

POSITION: Busser

DEPARTMENT: Food and Beverage

LOCATION: Sugar Bush Restaurant

SUPERVISOR: Front of House (FOH) Service Manager

EMPLOMENT: Part-Time

SALARY/PAY RATE: \$11.00 - \$13.00/Hr (Non-Exempt)

LICENSE STATUS: Non-Key-Employee

DESCRIPTION:

Maintains the cleanliness of the restaurant work areas, salad bar, buffet lines, restaurant equipment and utensils. Clears all dining areas of used dishes and maintains overall cleanliness of dining area.

RESPONSIBILITIES:

- Clear dirty dishes from the dining room to the kitchen while practicing full hands-in, full hands-out.
- Wipe tables and chairs while removing crumbs on to a tray to keep a clean dining area.
- Sweep and mop floors on a reoccurring basis.
- Set tables based on standard procedure.
- Scrape food from dirty dishes at the bussing stations while keeping dishes, glassware, silverware, and garbage separated.
- Carry full bussing tubs to the dish washing area.
- Wash worktables, walls, refrigerators, and meat blocks.
- Transfer supplies and equipment between storage and work areas.
- Complete opening and closing side work as assigned.
- Provide quick and attentive assistance to any mishaps or spills in the dining room and/or service area.
- Work individually or as a team.
- Work in a high-stress, fast-paced environment.
- Greet and seat guests with a positive attitude and quickly while being aware of body language, gait, and posture to be able to provide the highest level of customer service.
- Provide guests with initial beverages when required or requested by serving staff and continue to offer refills in a timely manner; serve ice water to tables as they wait.
- Replenish the dining room with silverware and dishes.
- Provide excellent guest service to guests, internal and external through active guest engagement and positive attitude.
- All employees must be flexible and assume other responsibilities and task as assigned by management and as management deems necessary; this means fulfilling all other job duties as assigned.
- Flexible with scheduling of shifts and willing to work nights, weekends, and holidays.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- ServSafe certified or be able to be ServSafe certified within first (90) days of employment
- Must be willing and able to pass a background check and other preemployment screenings as requested.

PREFERRED QUALIFICATIONS:

- Previous customer service experience.
- Previous experience working in a restaurant or service industry.

PHYSICAL REQUIREMENTS:

- Prolonged walking and standing for long periods of time – up to 90% of the time.
- Frequent bending and stopping.
- Ability to lift and carry up to 25 pounds.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position if required.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated on the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

Initial Date of Approval by the Public Enterprise Finance Commission (PEFC): 02/21/2017

Revised: 01/29/2019

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Sign _____ **Date** _____