

## Bus Person

**Related Titles:** Busser; Runner; Waiter's Assistant; Banquet Bus Person; Food Runner

**Reports to:** Food Server

**Supervises:** No supervisory duties are included in this position.

**Classification:**

### Education and/or Experience

- High School diploma or GED required.
- Minimum of one year work experience in a fine dining environment.

### Job Knowledge, Core Competencies and Expectations

- Follows all club guidelines pertaining to table setting, order taking and sequence of service.
- Knows and is able to communicate the menu items and daily specials.
- Knowledge of and ability to perform required role during emergency situations.

### Job Summary (Essential Functions)

Set and clean dining room tables before, during and after meal service; assist food servers with miscellaneous tasks.

### Job Tasks/Duties

- Assists Servers in their set-up, service and clean-up tasks.
- Serves water as members and guests are seated.
- Assists in carrying food trays to tables.
- Removes soiled dishes from table; brings to dish-washing area.
- Removes soiled linen and replaces with clean linen.
- Sets tables with silverware, glassware and other items.
- Cleans dining room areas.
- Stocks servers' station with supplies.
- Collects trash from dining room, grill and other specified places after each serving period.
- Dusts chairs before and after meals.
- Keeps ice bins and buckets filled.
- Sets-up, empties and cleans salad bar.
- Cleans and stores child high chairs and booster seats.
- Collects soiled linen from dining room; transfers to linen pick-up area.
- Takes packaged take-out orders to reception stand for member pick-up.
- Folds napkins and bread basket linens.
- Cleans-up spills, broken service ware and attends to similar problems during service with minimal disruption to diners.
- Assists Dining Room Manager and other employees in assuring that the club's policies and procedures for serving alcoholic beverages are consistently followed.
- May assist banquet personnel in setting-up, serving and cleaning up after banquet functions.
- Polishes silver service items.
- Attends pre-service training (line-up meeting).
- Moves tables and chairs as needed for the next member and guest diners.
- Re-sets tables at end of shift for the next meal period.
- Assists with banquet and buffet setup.
- Helps to maintain a fully stocked buffet.
- Performs other appropriate duties as assigned.

### Licenses and Special Requirements

- Must be of legal age to serve alcoholic beverages.
- Food safety certification.

- Alcoholic beverage certification.

**Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.