



Busser Job Description

Reports to: General Manager

Summary of Position:

The primary responsibility of a Busser is to clean and reset tables in a speedy professional and effective manner as guests leave the restaurant. Bussers are also responsible for the grooming of the entire restaurant and its perimeters, as well as supporting servers and service staff with refills and clearing tables. Other duties will be expected as need arises.

Duties & Responsibilities:

- Obtain service area assignments at the beginning of each shift.
- Clear tables after guests leave. Takes tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.
- Between settings promptly clean table tops, chairs and booths. Check floor and clean as required. Reset and arrange tabletop.
- Inspect assigned restroom every 15 minutes and clean as needed.
- Respond appropriately to guest requests. Communicate guest requests to server immediately.
- 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. Demonstrate good people skills.
- Show flexibility in terms of your schedule to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Restock server stations with clean glasses, dishes, silverware.
- Help reset the restaurant for the next day's reservations.
- Assist in banquet room setup and tear down as scheduled.
- Sweep parking lot, clean windows, pull weeds, etc. as assigned.
- Maintain a high level of personal cleanliness.



- Be a team player. Help out fellow employees when possible.

Qualifications:

- No previous restaurant experience or training required. On the job training will be provided.
- Must be a team player.
- Must have excellent interpersonal skills and confidence.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Ability to work in a fast paced environment.
- Be able to safely lift and easily maneuver heavy trays or bus tubs weighing up to 40 pounds.
- Have a WV Food Handlers Card.
- Be flexible and willing to assist as needed to ensure all restaurant standards are met.