San Diego Country Estates Association

Job Description

Busser/Runner 03/07 ( ) Exempt
Position Title Date (X) Non Exempt

Assist. F & B Floor Manager F&B Crystal Carle – HR
Reports To (Title) Department Prepared by (if different than "Reports to")

HR Review Date Employee Review Date

1. **PRIMARY PURPOSE:**
   To assist food servers with all dining room and banquet facilities activities including clearing of tables and general room clean up.

2. **ESSENTIAL RESPONSIBILITIES AND RESULTS:**
   - Carry dishes from dining room to kitchen. (Daily)
   - Replace soiled table linens and set tables with silverware and glassware. (Daily)
   - Set-up and replenish workstation with necessary food items, equipment and supplies. (Daily)
   - Clean and disassemble dining room and banquet room, workstation and some kitchen areas. (Daily)
   - Clean and maintain dining room equipment. (Daily)
   - Wipe tabletops and chairs (Daily)
   - Attend needs of dining room guests including serving water. (Daily)
   - Assist food servers with guest requests. (As needed)
   - Store leftover food and beverages in accordance with health standards. (Daily)
   - Stock shelves with necessary food items and equipment. (Daily)
   - Provide assistance to chef, cooks, hostess, food servers, other bussers and dishwashers. (As needed)
   - Perform other related duties as requested by supervisor. (As needed)

3. **AMOUNT OF SUPERVISION RECEIVED:**
   This position receives frequent to constant supervision and instructions from shift leader, hostess or food servers, and occasional supervision and instructions from manager.

4. **INTERACTION WITH OTHERS:**
   This position constantly interacts with other Food and Beverage staff, kitchen staff and dining guests.

5. **SUPERVISORY RESPONSIBILITIES:**
   This position has no supervisory responsibility.

6. **PHYSICAL DEMANDS:**
   This position requires constant standing, walking, talking, hearing and use of hands and fingers. This position frequently requires balancing, twisting, bending, pulling, pushing, stooping, kneeling, crouching and reaching with hands and arms. The incumbent must be able to frequently lift and carry up to 50 pounds. This position requires good distance and peripheral vision and the ability to adjust focus.

7. **WORK ENVIRONMENT:**
   This position works primarily indoors in a restaurant/dining setting. Occasionally incumbent may be exposed to hot and/or humid conditions in the kitchen around stoves and ovens. Position is frequently exposed to sharp kitchen instruments and hot food and beverages. A moderate to loud noise level is typical for the work environment of this job.

8. **USE OF DISCRETION AND INDEPENDENT JUDGMENT:**
   This position is responsible for using sound judgment in the case of emergency or non-emergency issues while manager is absent. Discretion to be used daily.

9. **EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS:**
   This position represents the company on a daily basis and must portray a professional appearance and demeanor.

10. **QUALIFICATIONS REQUIRED:**
    - Education: No special educational requirements.
    - Experience : No experience required. Must be at least 16 years of age.
    - Communication skills: Good oral communication skills and excellent customer service skills required. Must be able to follow oral directions.
    - Mathematical skills: No special math skills required.
    - Computer skills: No special computer skills required.
    - Reasoning ability and other skills: Basic knowledge of rules of table service and etiquette required.
    - Certificates, Licenses: Requires Food Handlers Educational Certificate.

Distribution Upon Completion
Original: Human Resources
Copy: Manager
Copy: Employee