



<b>Job Title:</b> Server Assistant/Busser	<b>Department:</b> 403
<b>FLSA Status:</b> Hourly Non-Exempt	<b>Salary Range:</b> \$7.00 to \$11.00
<b>Reports To:</b> Food & Beverage Management	<b>Issue/Revision Date:</b> August 10, 2017

**Essential Function:**

- Entry level position with abilities to multi function.

**Nature of Position:**

- The nature of this position requires the individual to spend long periods of time on their feet, walking, standing or stooping and lifting.

**Qualifications:**

- Ability to lift and carry up to 50 pounds.
- Grooming and personal hygiene to meet standards.

**Success Characteristics and Requirements:**

- Jovial, outgoing, able to maintain a calm and collected demeanor while multi tasking.
- Able to work under stress, be able to work at a fast pace.
- Attention to detail, ability to recognize Members and address with proper sir name and title.

**Necessary Personal Characteristics:**

- Must have understanding of Company's corporate philosophy and how it relates to Food & Beverage Operations.
- Support and implement customer service culture throughout our department and our organization.
- Be a proactive member of the team. Support goals, objectives and culture within the organization.
- Exhibit professionalism and expressed interest of improvement through enhanced developmental skills, exhibit leadership and expressed direction through own self actions.
- Must be able to handle and prioritize multiple functions and responsibilities simultaneously.
- Must be well received and accepted by the members, residents and fellow team members.
- Be a leader, lead by example.
- High energy, positive "can-do" attitude.
- Organization skills.

**Principle Activities:**

- Maintains the cleanliness and sanitation of the dining area, including all tables and chairs.
- Restocks the dining room and side stations with tableware, flatware, utensils, condiments and linen.
- Always maintain adequate supplies in the side station when the restaurant is open.
- Prepare all beverage required for service, including coffee, iced tea and hot water.
- Fill up the Ice bin for condiments.
- Greet guest after they are seated.
- Reset tables with fresh linens and set the table according to the meal period.
- Pick up food from kitchen and bring to the side stations.
- Assist restaurant servers to serve the guest.
- Pour water and refill coffee and tea cups.
- During busy periods assist servers by serving food and beverage to guests.
- Perform outlet opening duties such as setting tables, chairs, Chef in dish or chafing dish, printing item / dish names for placing in front of the dishes.
- Cleaning side stations and stocking and replenishing side station supplies.

- Emptying and cleaning food preparation carts.
- Cleaning the coffee urn and the bread warmer.
- Returning soiled linens to the laundry.
- Collecting fresh linens and taking them to the restaurant / room service / banquet room.
- Flexibility and adaptability to a changing clientele and environment.
- Other duties deemed necessary by Supervisor, Manager and/or Department Director.
- Responsible for conducting all responsibilities in a professional and ethical manner.
- Responsible for maintaining a consistent, regular attendance record.

**EEO Category:**

- Service Worker

## Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management above them.

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Date

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Employee Signature

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Employee Name Printed

**To Supervisor:** Following the employee's signature, forward to HR to be placed in employees personnel file