



Busser Job Description

Job Title: Busser Department: Front of the House
Reports to: FOH Manager Job Titles Supervised: None

Primary Duties and Responsibilities:

- Practices proper time reporting (i.e. clocks in and out).
- Arrives to work on time and ready to work.
- Is neat and well-groomed for every shift and in immaculate and proper work attire.
- Understands and adheres to all safety, sanitation, and administrative procedures.
- Provides complete and timely communication to guests and other team members (TMs) throughout the shift.
- Is prepared to conduct weekly maintenance duties.
- Completes all assigned tasks and duties requested by managers.

Before Service:

- Communicates with managers and other TMs to learn of events and important shift information.
- Performs assigned opening sidework.

During Service:

- Prepares tables for each party of guests by removing dirty dishes and linens, sweeping floor, wiping seats around table and resetting table.
- Carries dirty dishes, glassware, and silverware out of dining room and bar to the dish area for cleaning.
- Polishes clean glassware and silverware.
- Keeps server stations stocked with food products and supplies (e.g., utensils, dishes, ice) to ensure adequate supplies are available during the shift.
- Sweeps floors in service station, dining area, and lobby to remove refuse and to maintain cleanliness of the restaurant.
- Assists other TMs as needed.
- Provides a pleasant atmosphere for guests.

At the end of the shift:

- Performs closing, cleaning, and maintenance duties as directed by manager to prepare for the next day's operation.
- Ensures the tables are set and dining room is immaculate before the start of the next shift.
- Checks out with manager before leaving to ensure all duties and sidework have been completed and performed to standard.

Minimum Requirements:

Ability to understand and follow direction from others.

Physical Requirements:

Ability to bend at the waist and lift items up to 50lbs to waist level.

Ability to move items up to 50 lbs for distances of up to 25 feet.

Ability to remain standing and active for an 8-12 hour shift.

Ability to hear, understand, and respond to TMs' and guests' requests in a loud environment.

Manual dexterity to carry tubs, dishes, and trays.

Ability to frequently climb and descend flights of stairs as well as ladders.

This description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job.