

## Sample Job Description - Busser

### **Reporting Relationships**

**Position Reports to:** General Manager & Managers

**Subordinate Staff:** None

### **Basic Functions:**

Sets and resets dining room tables. Assists with clearing tables, refilling water, serving bread, and restocking clean plates, silverware, and glassware.

### **Essential Functions:**

1. Resets tables according to specifications of restaurant.
2. Removes plates and silverware when all guests have finished.
3. Sets up and breaks down dining room for each shift.
4. Maintains service stations in a clean and orderly manner throughout shift.
5. Performs all opening and closing side work as required.
6. Performs additional responsibilities, although not detailed, as requested by a manager at any time.

### **Qualifications**

#### **Knowledge**

1. Understands dining room service procedures.
2. Follows all safety and sanitation policies.

#### **Skills/Aptitudes**

English language and professional communications skills are required.  
Ability to take direction.  
Ability to work in a team environment.  
Ability to work calmly and effectively under pressure.  
Must have problem-solving abilities, be self-motivated, and organized.  
Commitment to quality service, and food and beverage knowledge.

#### **Working Conditions**

1. This position will spend 100% of the time standing.
2. Occasional environmental exposures to cold, heat, and water.
3. The individual must be able to transport up to 50 pounds on occasion and up to 35 pounds regularly.
4. Must be able to hear with 100% accuracy with correction.
5. Must be able to see 20/20 vision with correction.

#### **Level**

Works under direct supervision of floor managers.