

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA: Hourly

POSITION TITLE: BUSSER

DIVISION/DEPARTMENT: FOOD & BEVERAGE

REPORTS TO (TITLE): GENERAL MANAGER

SUPERVISES: N/A

DATE : 01/20/02, Revised 2/6/04, 6/29/09

BASIC FUNCTION:

Responsible for setting and clearing of tables, assisting servers and maintaining clean and orderly restaurant and service areas.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

Minimum age – 16 years old. Must be able to read, write and speak English fluently. Must be attentive to detail. Customer Service oriented. Ability to multi-task. Self Starter who is professional and courteous.

Valid Food Handlers permit required.

ESSENTIAL FUNCTIONS:

1. Greets guests at table immediately after being seated, in a courteous, friendly manner. Provides them with water and bread. Continuously refills water and coffee. Clears each course from table per service standards and cleans and resets table following guests' departure.
2. Performs service tasks as directed by Food Servers and Manager.
3. Must be familiar with all major features of food menu items.
4. Must be familiar with property and services provided.
5. Accurately takes reservations for restaurant.
6. Completes all end of shift responsibilities, leaves wait area clean and organized, ensures dining room is set and cleaned in accordance with policies.

MARGINAL FUNCTIONS:

1. Uphold the company's Mission/Vision/Values.

ENVIRONMENT:

Must be able to stand for long periods of time. Climb up and down stairs frequently. Balance trays loaded with dishes.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting	X			
Standing				X
Walking				x
Bending Over			X	
Crawling	x			
Reaching			X	
Crouching		X		
Kneeling		x		
Balancing				X
Pushing/Pulling		X		
Lifting/Carrying			X	
10lbs or less			X	
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside		X
Working Inside	X	
Working Alone		X
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground		X
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE