

JOB DESCRIPTION – BUSSER/STOCKER

Reporting Relationships:

Position Reports To: General Manager & Managers

Subordinate Staff: None

Basic Duties:

Busser/stocking staff are critical to the smooth and efficient operations of the restaurant. They are essential in initiating and maintaining an optimal dining experience for every guest by providing fast, friendly and efficient service. They support servers by maintaining a clean and clutter-free environment, both via table service, by keeping the restaurant well-stocked with wine and clean utensils, and by assisting in the completion of daily opening and closing duties.

Essential Functions:

- Understand and follow all service standards as specified
- Clear tables of dirty dishes, glasses, other items BOTH while customers are seated and as soon as they vacate seats (includes wiping table surface and pushing in chairs - as prep table for next seating)
- Provide menu(s) and water glasses to guests in friendly and prompt manner
- Refill water glasses; wash dirty dishes & cutting boards, polish stems, wipe silverware after removing from sanitizer
- Maintain service stations in a clean and orderly manner throughout shift
- Put away back stock cases of wine/beer, restock wine/beer on shelves/refrigerators, maintain storage area in neat and orderly fashion
- Break down empty boxes and throw into recycling bin, throw out garbage, clean garbage cans, bus tubs and stemware racks
- Perform all opening and closing duties as required, including but not limited to sweeping floor, mopping floor, and wiping down counters
- Perform additional responsibilities, though not detailed, as requested by managers
- Follow all safety and sanitation policies

Qualifications:

Exhibit a pleasant, polite manner and neat, clean appearance

Good communications skills required

Ability to take direction

Ability to work well with others in team environment

Ability to work calmly and effectively under pressure

Must have good problem-solving abilities, be self-motivated, and organized

Commitment to quality service, good food and beverage knowledge

This position will spend 100% of the time standing

Excellent attendance is required, with schedule flexibility preferred

Must be able to transport/lift up minimum 35 lbs.
Must be able to climb ladders