



## THE BEACH CLUB

**JOB TITLE:** Busser

**DEPARTMENT:** Food and Beverage

**REPORTS TO:** Food and Beverage Manager(s)

**TYPE:** Full-Time, Part-Time, Seasonal

The Busser's primary responsibility is to assist Servers with table service, clearing tables, and keeping things clean and stocked. This role covers both a la carte and banquet settings, including nights, weekends, and holidays.

### PRIMARY JOB FUNCTIONS

- Greet members as they are seated and serve water, beverages, and bread service.
- Take used tableware to the dishwashing area, and unload, sort, and stack silverware, dishes, and glassware for cleaning.
- Clear and clean table tops, chairs, booths, and the floor under and around tables.
- Remove used tableware between courses and provide tableware for next course.
- Respond appropriately to member requests, and communicate guest requests to server as needed
- Communicate with server and host or hostess to expedite efficient seating, table utilization, and customer service.
- Clean up spilled food or drink or broken dishes and remove trash.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.
- Stock cabinets and refrigerating units with beverages and condiments as needed.
- Maintain and replace BIB soda machine supplies.
- Maintain member self-service beverage and snack stations by cleaning and replenishing for freshness.
- Flexibility to work in both a la carte and banquet settings.
- Attend all scheduled employee meetings.
- Be willing to participate in continued Food and Beverage education.
- Consistently work as scheduled and on time, wearing designated uniform, and adhering to the Club's grooming standards.
- Fill-in for fellow employees where needed to ensure members service standards and efficient operations.
- Follow all relevant health department regulations.
- Perform other duties as directed.



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### SUPPLEMENTAL JOB FUNCTIONS

- Carry food, dishes, trays, or silverware from kitchens or supply areas to serving counters.
- Serve food to guests when servers or runners need assistance.
- Check dishes and kitchenware for cleanliness and presentation and report any problems.
- Assist with room set ups including moving furniture and banquet equipment.
- Assist with stocking products for bars.
- Assist with polishing plates, glassware, banquet equipment, and rolling silverware.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Perform cleaning duties, such as sweeping floors, tidying up server station, taking out trash, and monitoring bathroom cleanliness.
- Cut garnishes using knives

### ESSENTIAL SKILLS & QUALIFICATIONS

- Active listening, effective communication, patience, excellent presentation, and strong organizational abilities
- Excel in a fast-paced environment, stay focused, prioritize tasks, and maintain composure while efficiently managing multiple responsibilities
- Food Handlers Certification
- Ability to work daytime, nights, weekends, and holidays
- Basic math skills
- Team spirit

#### *Preferred Skills and Qualifications*

- High School Diploma

#### *Supervises*

- None



THE BEACH CLUB

PHYSICAL, ENVIRONMENTAL, COGNITIVE, AND SOCIAL REQUIREMENTS

*Sitting, standing, walking, reaching, stooping, bending, twisting, kneeling, pushing, pulling, grasping:* stand for long periods of time; stoop, bend, squat, climb, kneel, twist at the neck and waist, reach above and below shoulder level, push and pull including mops, vacuum cleaners, other equipment. Exposure to heat, moisture, and cleaning chemicals. Use of hands and fingers to feel and grasp, push and pull (simple and power), and for fine manipulation and to scrub, wipe, polish, and fold.

*Lifting:* lift up to 35 lbs.

*Speaking, writing and active listening:* Be able to use oral communication skills effectively to talk and hear both in person from close and in noisy environments; interact effectively with the public and management, and occasionally deal with distressed or quarrelsome individuals.

*Critical and creative thinking skills:* Able to observe and interpret people and situations; learn and remember necessary information.

*Time management:* prioritize assignments for example, schedule effectively and manage own time efficiently in order to complete work on a timely basis; shift focus to perform work on multiple, concurrent tasks with frequent interruptions; work well under pressure and deadlines;

*Vision Requirements:* Close vision, distance vision, use of both eyes to identify dirt, dust, and to read labels and instructions on cleaning products. Ability to distinguish basic colors and shades; depth perception, peripheral vision, and ability to adjust focus.

***Schedules are subject to modification based on business volume and demand.***

*Note:* Although this job description in no way states or implies that these are the only duties to be performed by the Team Member occupying this position, a review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Team Members will be required to perform any other job-related duties assigned by their supervisor. All duties and requirements are essential job functions, and subject to possible interactive discussion and reasonable accommodation for individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description may be changed, modified, or edited at any time based on the demands of the business.

***My signature below acknowledges receipt of this job description. I understand it is my responsibility to review this job description and ask any questions necessary to understand its content.***

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date