



PYRAMID
HOTEL GROUP
Job Description

Position Title: **Busser** Department: **F&B Outlet**
FLSA: **Non Exempt** Typically Reports To: **Director of F & B**
Assistant F&B
Director/Assistant Outlet
Manager/F&B Supervisor

JOB OVERVIEW: *Provide friendly, courteous and efficient quality presentation of food and beverage service to all guests. Clean and set up tables in the outlet and perform other food service related duties, including general cleaning and set-up.*

DUTIES AND RESPONSIBILITIES:

- Clean set and re-set tables continuously, assuming responsibility for station, tables and side duties.
- Serve water, bread and coffee and greet guest by name whenever possible during the course of the meal service
- Stack trays properly for efficient unloading for stewarding and ensure proper safety standards at all times.
- Perform side duties as requested to include side stations, storage areas and food staging area.
- Fold napkins for meal periods to maintain adequate supply.
- Perform other duties as requested such as cleaning unexpected spills and executing special guest requests.
- Follow the principles of CARE and the Four Disciplines of Associate Success.

QUALIFICATIONS AND REQUIREMENTS:

This job requires ability to perform the following:

- High school or equivalent education required.
- Prior experience preferred
- Must be able to speak and understand English
- Requires excellent communication skills.
- Must possess basic computational ability
- Must have strong sense of customer service.
- Ability to bend, squat, and lift up to 50 pounds but not limited to lifting trays of food or food items on a regular and continuing basis.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.

Regular attendance on assigned shifts is required in conformance with the property standards is essential to the performance of this position. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

STANDARD SPECIFICATIONS

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

Revised 08/2012

Busser

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Work Area

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job. This position is classified as non-exempt (per the Fair Labor Standards Act) and is subject to overtime in accordance with Federal and State Regulations.

Employee Name (Print)

Employee Signature

Date