

**LITTLE RIVER INN
POSITION DESCRIPTION**

Position Title: Busperson/Food Runner

Department: Dinning Room

FLSA Status: Non-exempt **Reports to:** Restaurant Manager **Revised:** 1/25/2022

Position Summary: Sets up and maintains serving and work area. Clears and set tables. Makes coffee and hot water. Provides water to guests. Transport food orders to bar or dining rooms as requested. Checks and cleans all condiment containers and makes sure they are full. Wipes down chairs and highchairs and keeps dinning area clean.

Principle Job Duties:

1. Clear, clean, and set up dining room tables.
2. Run food to tables in bar and dining rooms.
3. Maintains stocks of dishes, condiments, and setups.
4. Provide water and drinks to customers upon request.
5. Make coffee, drinks, and hot water.
6. Clean and stock serving and work areas.
7. Maintain positive rapport with customers and co-workers.
8. Reset tables for next shift, as needed.
9. Assist serving staff as requested.
10. Follow and complete all side work listed on chart.
11. Attend monthly staff meetings and training.
12. Always follow personal hygiene rules. Covid regulations will be explained.

Qualifications and Skills Required:

1. Excellent customer relation skills.
2. Ability to effectively follow work instructions and task sheets.
3. Attention to detail and ability to work well under pressure.
4. Ability to understand basic English.
5. Able to work well with others as a team.
6. Dependable and hardworking.
7. Maintain current Food Handler Certification.

Physical Requirements:

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PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: Buss person		Hrs. Worked Per Shift 7 hours		Hrs Worked per Week 30 to 35 hours				
Description of duties: Supervises staff. Waits on customers. Carries trays and dishes. Uses dining room computer.								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Sitting	X							
Walking				X				
Bending at waist		X						
Squatting		X						
Climbing	X							
Kneeling		X						
Crawling	X							
Twisting at Waist		X						
Hand use grasping			X					
Reaching above shoulder		X						
Pushing/Pulling			X					
Lifting Requirements			Carrying Requirements					
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs			X				X	
11-25 lbs			X				X	
26-50 lbs		X			X			
51 -75 lbs		X			X			
75-100 lbs		X			X			
Environmental Factors								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		May drive Inn vehicles				
Walking on uneven ground		X		Paved pathways and steep hills				
Climbing Stairs			X					
Exposure to excessive noise			X	Kitchen equipment.				
Exposure to Temp extremes			X					
Exposure to dust, gas, chemicals or substances		X		Mild concentration of cleaning compounds				
Use of Special protective equipment		X						
Comments:								
Print Name: _____ Sign Name: _____ Date: _____								

