



Shawnee Inn and Golf Resort.

Job Description Form

Department: Restaurant – River Room

Job title: Bus Person

Reports to: Lisa Dotter

Title: Restaurant Manager

Type of position:
Full Time/Part Time

Date Written:
May 2007

FLSA Designation:
Nonexempt

Basic Qualifications

Education/Training:

High School Diploma or GED Preferred

Skills:

1. Proficient interpersonal relations and communicative skills
2. Basic knowledge of restaurant operations
3. Ability to read, write and speak English
4. Professional attitude
5. Neat, professional appearance
6. Good organizational skills

Experience: No previous experience required

Essential Functions:

1. Clear tables as guests finish
2. Take tableware to dishwasher for washing
3. Between seatings, promptly clean table tops, chairs and floor
4. Maintain proper set-up of restaurant
5. Reset and arrange table top
6. Assist server as needed with food delivery, especially with large parties and during peak periods
7. Set and reset the buffet station
8. Serve guests water, bread and butter upon their arrival, and provide refills as needed
9. Replenish buffet as needed
10. Ensure a positive guest experience in Dining Room
11. Ensure cleanliness of Dining Room
12. Promote Shawnee Inn and Golf Resort's service principles by example

13. Assist Management as deemed necessary

Ancillary Duties:

1. Attends all mandatory in-service training and required meetings.
2. Performs tasks, which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

Physical Demands:

1. Must be able to stand for approximately 8 hours per day
2. Must be able to bend and reach
3. Must be able to lift up to 30 pounds
4. Talking and hearing occur continuously in the process of communicating with guests, supervisors and subordinates
5. Requires grasping, writing, standing, sitting, walking, repetitive motions, listening and hearing ability and visual acuity
6. Ability to work with fingers to pick, pinch, type and carry out substantial motions of the wrists and hands as well.
7. Requires manual dexterity to use and operate all necessary equipment

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.