



## LAUDERDALE YACHT CLUB

### **JOB DESCRIPTION**

**POSITION TITLE:** Busser/Server Assistant.

**REPORTS TO:** Clubhouse Manager and Food & Beverage Managers.

**CLASSIFICATION:** Non-exempt.

#### **EDUCATION AND EXPERIENCE:**

1. High School diploma or GED required.
2. One year of comparable wait service/ busser experience preferred.
3. The ability to read, write and execute basic math skills.

#### **JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:**

1. Greet and acknowledge Members and Guests.
2. Is knowledgeable about the menu, daily specials, and wine list.
3. Follows all Club guidelines pertaining to table setting, order taking and sequence of service.
4. Learns Members' names and their special preferences.
5. Knowledge of and ability to perform required role during emergency situations.

#### **JOB SUMMARY (Essential Functions):**

Set and clean dining room tables before, during and after meal service; assist servers with miscellaneous tasks. Provide bread and water service to Members and Guests.

#### **TASKS/DUTIES:**

1. Assists servers in their set-up, service and clean-up tasks.
2. Serves water and bread as Members and Guests are seated.
3. Assists in carrying food trays to tables.
4. Removes soiled dishes from table; brings to dish-washing area.
5. Removes soiled linen and replaces with clean linen.
6. Sets tables with silverware, glassware and other items.
7. Cleans dining room areas.
8. Stocks servers' station with supplies.
9. Collects trash from dining room and other specified places after each serving period.
10. Dusts chairs before and after meals.
11. Keeps ice bins and buckets filled.

12. Assists with maintaining, cleaning, and stocking salad bar.
13. Cleans and stores child high chairs and booster seats.
14. Collects soiled linen from dining room; transfers to linen pick-up area.
15. Takes packaged take-out orders to reception stand or Cypress Bar for Member pick-up.
16. Folds napkins and bread basket linens.
17. Cleans-up spills, broken service ware and attends to similar problems during service with minimal disruption to diners.
18. Assists Clubhouse Manager and other employees in assuring that the Club's policies and procedures for serving alcoholic beverages are consistently followed.
19. May assist in setting-up, serving and cleaning up after banquet functions.
20. Polishes silver service items.
21. Attends line-up meetings.
22. Moves tables and chairs as needed for the next Member and Guest diners.
23. Re-sets tables at end of shift for the next meal period.
24. Assists with banquet and buffet setup.
25. Helps to maintain a fully stocked buffet.
26. Performs other appropriate duties as assigned.

**OTHER:**

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**PHYSICAL DEMANDS:**

The physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
2. Push, pull or lift up to 50 pounds.
3. Continuous repetitive motions.
4. Work in hot, humid and noisy environment.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_