

HOTEL TEATRO

Position Description

Position: Nickel Support	Department: Food and Beverage
Status: Non-Exempt	Reports to: Food and Beverage Management

Position Summary:

The Support position takes responsibility for the cleanliness and overall appearance of the dining area of a restaurant. Support job duties generally include clearing off and sanitizing tables for the next group of customers, disposing of trash and other waste, and keeping the restaurant stocked with adequate supplies, such as plates, glasses, silverware, and napkins. In many establishments, the support may be asked to fulfill a number of additional duties. Support staff will often help cooks, servers, dishwashers, and bartenders perform small tasks as needed.

Essential Functions of the Job:

Table-Clearing

- Clearing tables after patrons have left the restaurant is one of the main duties of bussers. Clean tables, remove dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items such as water, condiments, and coffee to patrons. After picking up dishes and silverware, bussers usually dump them in a tub or carrying box. Bussers fold tablecloths and napkins and place them on the table.

Dishes and Restocking

- Once the table is clear, bussers clear food and trash from the dishes. They separate the dishes, cups and silverware into stacks. Once stacked, bussers take the items to the dishwasher for cleaning. Upper-body strength is needed to carry dishes from the front to the back. Bussers can be required to bus 2-3 tables at a time. Bussers then restock clean dishes on the shelf and return clean dishes to tables. They also make sure that all condiment stands are filled throughout their shift. They fill salt and pepper shakers and cream dispensers.

Cleaning

- At the beginning and end of their shifts, bussers are required to help clean the restaurant. They empty garbage bins, wipe down counters, sweep floors, and mop designated areas. They also vacuum carpet, pick up trash outside, and wipe down windows. Bussers restock their station with equipment and take soiled linen to the laundry area.

KNOWLEDGE, SKILLS AND ABILITIES NEEDED FOR POSITION: (specify whether required or preferred):

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Area	Comments	Required:	Preferred:
Education:	High school diploma or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous Work Experience:	1 years related experience and/or training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Language Ability:	Command of the English language	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: Attendance	Regular attendance in conformance with the standards set by Hotel Teatro.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL REQUIREMENTS: How much on the job time is spent performing the following physical activities? Does the job require weight to be lifted, carried, or force be exerted? If so, how much and how often?

Activity	Never, Rarely, Occasionally, Frequently	Lifting Weight	Never, Rarely, Occasionally, Frequently
Standing	Frequently	Up to 10 pounds	Frequently
Walking	Frequently	Up to 25 pounds	Frequently
Sitting	Occasionally	Up to 50 pounds	Occasionally
Using hands to finger & feel	Frequently	Up to 100 pounds	Rarely
Reaching with hands and arms	Frequently	More than 100 pounds	Rarely with assistance
Climbing or Balancing	Never	Other: May be subject to occasional outdoor weather conditions, moderate noise levels and long periods of standing.	
Stooping, Kneeling, Crouching Crawling	Occasionally		
Talking or Hearing	Frequently		
Tasting or Smelling	Occasionally		

SCHEDULE REQUIREMENTS: Hotel Teatro is a 24 hour operation and as such schedules are based on business necessity which include but not limited to weekends, holidays and

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evenings. Hotel Teatro will do it's best to accommodate schedule requests but do not guarantee any request will be granted.

Employee's Signature _____ Date _____

Manager's Signature _____ Date _____

HR Initials _____