



## Busser Job Description

**Job Title:** Busser (non-exempt)

**Division/Department:** Front of the house / Dining room

**Reports to:** General Manager, Assistant Managers, Supervisor and Floor runner.

**Salary Grade:** Minimum plus tip share

**Last Revision Date:** Jan 2018.

### Summary

The bussers at Julio's are responsible for keeping the tables and dining rooms clean and the server's stations stocked, tidy and clean. They must also have full knowledge of the menu and our organization, excellent customer service abilities, and take care of their work space and work tools provided to them by Julio's. Like all other positions at the restaurant they must comply with all company policies and guidelines.

### Primary Responsibilities

1. Show up ready for work (clean and in full uniform) at the time scheduled
2. Maintain your personal appearance in accordance to restaurant grooming standards
3. Smile and be courteous to all guests
4. Respond appropriately to customer's requests, and if necessary communicate them immediately to their server
5. Follow safe and sanitary food and beverage handling procedures
6. Clear tables as soon as guests leave and reset with silverware to receive new customers
7. Assure table center basket is complete with salt, pepper, sugar, dessert menu, month specials and prayer before each table is seated
8. Make sure tables, floor, chairs, booster seats and high chairs are clean and ready for the following customers
9. Take chips and salsa to tables as soon as guests are seated
10. Assist servers in making iced teas and waters for customers
11. Refill drinks
12. Proactively remove empty plates, glasses and trash from tables and take dirty dishes to dishwasher
13. Take turns and clean silver as needed
14. Plate desserts according to Julio's guidelines
15. Once all other tasks are completed, assist the wait staff in food preparation duties such as heating up tortillas, or by bringing out food or drink items if they are falling behind in their duties
16. Perform cleaning duties as assigned

### Additional Responsibilities

- Maintain service areas clean and stocked with supplies

- Wash and clean service trays as needed
- Maintain a harmonious relationship with all employees
- Deliver friendly and prompt service to all customers
- Request management for any supplies needed from storage
- Make good use and maintain cleanliness of restaurant equipment and utensils
- Rotate product following FIFO policy (First In First Out)
- Attend all scheduled meetings and provide suggestions for improvement
- Other duties as assigned by management

#### **Qualifications and skill requirements**

- ✓ Must be at least 16 years of age
- ✓ No previous experience is required
- ✓ Must have a current Food Handlers card issued by the State of Texas
- ✓ Must have full knowledge of the food, beverage and dessert menu and be able to answer customer's questions
- ✓ Must know the ingredients and methods of preparation of all items served at Julio's
- ✓ Must have multi-tasking abilities
- ✓ Must have a good attitude
- ✓ Must have a pleasant personality
- ✓ Must be a team player
- ✓ Must be bilingual (Spanish-English)

#### **Working conditions**

- Walking and standing for extended periods of time
- Working under pressure
- Frequent lifting of heavy trays
- Lifting up to 35 pounds
- Bending
- Stretching
- High noise level

#### **Uniform**

- Black shirt with Julio's Cafe Corona logo
- Black pants
- Black non-slip shoes
- Black apron

I agree to follow all the instructions and procedures dictated by this job description.

Employee Name: \_\_\_\_\_ X \_\_\_\_\_ date: \_\_\_\_\_.