Northwestern Michigan College
Job Description

Job Title: Busser-Hagerty Center Supplemental
Department: Hagerty Center
Reports To: Bar Supervisor/Banquet Supervisor
FLSA Status: Non-Exempt
Prepared By: Chad Schenkelberger
Prepared Date: June 4, 2009
Approved By: Lori Hodek, Talent Acquisition Specialist
Approved Date: July 9, 2014

SUMMARY
This position is responsible for setting and cleaning banquet rooms & tables before, during and after meal service. This person assists servers, carries food trays to tables, sets and clears dishes on tables. Other responsibilities include restocking supplies, cleaning dining room areas, wiping down chairs, and maintaining cleanliness of receiving area. The person must be able to communicate effectively with guests and clients, be a team player, and be able to work well with the culinary and hospitality team.

EDUCATION, EXPERIENCE, CERTIFICATIONS, and/or LICENSES

Required:
• Must be a team player and work well with the culinary and hospitality team
• Must be able to communicate effectively with guests and clients

Preferred:
• Prior busser experience may be preferred

SUPERVISORY RESPONSIBILITIES
None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

General Responsibilities
• Assist servers in their tasks
• Assist in carrying food trays to tables
• Removes soiled dishes from table; brings to dish washing area
• Sets tables with silverware, glassware and other items
• Cleans dining room areas
• Helps to re-stock service hallway with supplies, including silverware from dish area
• Collects trash from dining room and other specified places after each serving period
• Dusts/wipes chairs before and after events
• Performs related banquet (dining room) set-up tasks
• Helps maintain cleanliness of receiving area
• Attends staff meetings a required
• Other related duties as assigned by supervisor

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization.
MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock.

The noise level in the work environment is usually moderate.