



JOB DESCRIPTION

TITLE: BUSSER / FOOD RUNNER **REPORTS TO:** MANAGER ON DUTY (MOD)

DEPARTMENT: FOOD & BEVERAGE (FOH) **FLSA STATUS:** Non-Exempt (Hourly) Exempt

JOB SUMMARY

The Busser / Food Runner presents a positive attitude, friendly disposition, and professional manner when performing tasks to support the Front of House (FOH) and Back of House (BOH) operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assisting with opening and closing duties, such as restocking the service areas with garnishes, straws, and napkins, flatware, glassware, coffee, condiments, etc.
- Keeping the service areas clean by wiping down surfaces, sweeping and mopping, and emptying trash receptacles.
- Clearing (bussing) and resetting tables.
- Carrying bussed items to dishwashing area in BOH.
- Reviewing plated food orders, paying attention to priorities (e.g. food allergies).
- Working closely with Chefs and Expediter.
- Delivering food orders from the kitchen to guests rapidly and accurately – attention to detail is a must.
- Acting as a point of contact between FOH and BOH staff.

The resort environment is unique in that we all share some degree of responsibility for each other and our role to collectively promote the resort in the best light possible. You will work consistently with other departments to create the overall brand image and are expected to be a team player who is willing to assist where appropriate and necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diploma or GED.
- Excellent communication skills both verbally and visually.
- Organization and attention to detail, positive attitude, commitment to exceptional customer services, and ability to work as part of a team.
- Experience in the resort/hospitality industry helpful.

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- Basic math and computer skills.
- Must be able to read menus.
- Observant, thorough, responsible, and punctual.
- Ability to carry on natural conversation with guests.
- Familiarity with POS systems.
- Experience in the resort/hospitality industry helpful.
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LICENSURE / CERTIFICATION, REQUIREMENTS

- Must be 16+ years.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to work a flexible schedule, which includes days, evenings, holidays, and weekend assignments.
- Must be able to lift and stack objects up to 75 pounds occasionally and frequently exert 10 to 30 pounds of force to lift, carry, push, and pull or otherwise move objects.
- Walking, and standing to a significant degree, reaching, handling, climbing stairs, balancing, pushing, kneeling, crouching, twisting/turning, bending at the waist, stooping, talking, hearing, seeing, and smelling.
- Tolerate, at times, extreme temperatures like refrigerators (36F) and kitchens (+100F) for one or more hours.
- Ability to work and handle stress arising from demands in production.
- Exposure at times to inclement weather.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with my Manager’s guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl’s Nest; it is my responsibility to notify the Restaurant Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date

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