

***The Pancake Pantry***

**JOB TITLE:** Busser  
**DEPARTMENT:** Front House  
**REPORTS TO:** Front House Manager  
**GRADE:**  
**FLSA STATUS:** Non-exempt  
**DATE PREPARED:** January 20, 2014  
**DATE REVISED:**

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The Busser supports The Pancake Pantry's goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of The Pancake Pantry team, performance includes demonstration of the following accountabilities: communication, teamwork and job knowledge.

**POSITION SUMMARY**

The Busser is responsible for preparing the table for the next customer. This position ensures the table and chairs are clean and ready for the customer.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following:

1. Buses all dishes on the table and cleans the table and chairs.
2. Pre-buses tables of customers as they finish eating.
3. Complies with all health code policies and regulations.
4. Picks up condiments from the table, leaving the Server's tip money.
5. Sets up the tables with silverware.
6. Restocks Front House with necessary supplies.
7. Cleans Front House dining area.
8. Assists Servers with bus related duties.
9. Works as a team player with other employees.
10. Maintains confidentiality of company, client and vendor information.
11. Reacts productively to change.
12. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

High school diploma or GED is preferred; and/or equivalent education or experience in job related activities.

**OTHER SKILLS**

Ability to lift and carry up to 50 pounds; ability to speak, hear, see, walk, stand, stoop, reach and handle; ability to speak, read and write in English; good interpersonal and organizational skills; good oral communication skills; good dexterity; ability to be careful while carrying dishes; excellent customer service skills; people person with positive, helpful attitude; team player; good attention to detail; ability to communicate effectively with a diverse range of individuals; ability to work effectively with others and to handle multiple tasks simultaneously; ability to concentrate, think and learn.

**WORK ENVIRONMENT**

Position is in a restaurant/kitchen setting that involves everyday risks or discomforts requiring normal safety precautions. Environment is fast paced and loud. Position is subject to standing throughout the workday.