

Title: Bus Person

Department: Operations

**Reports to: Server, Host, Dining Room Manager,
or General Manager**

Typical Work Week: 8 – 40 hours

Compensation: Minimum Tip Class Wage + Tips

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Job Description for: Bus Persons

Facilitate food service. Clean tables, carry dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food, and serve water, butter, and coffee to patrons.

Essential Physical Requirements for: Bus Person

- Frequent washing of hands.
- Be able to lift up to 40 lbs.
- Hazards may include, but are not limited to, slipping and tripping.
- You must be of legal age to serve liquor according to state law.

Job Tasks for: Bus Person

- Perform serving, cleaning, and stocking duties in establishments such as cafeterias or dining rooms in order to facilitate customer service.
- Clean up spilled food, drink and broken dishes, and remove empty bottles and trash.
- Carry food, dishes, trays, and silverware from kitchens and supply departments to serving counters.
- Cut and stock papers for tables.
- Fill beverage and ice dispensers.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, and trays.
- Scrape and stack dirty dishes, and carry dishes and other tableware to kitchens for cleaning.
- Serve food to customers when waiters and waitresses need assistance.
- Serve ice water, coffee, bread, and butter to patrons.
- Set tables with clean linens, condiments, and other supplies.

Job Tasks for: Bus Person (continued)

- Stock cabinets and serving areas with condiments, and refill condiment containers as necessary.
- Wash glasses and other serving equipment.
- Wipe tables and seats with dampened cloths, and replace dirty tablecloths.
- Carry linens to and from laundry areas.
- Clean and polish counters, shelves, walls, furniture, and equipment in food service areas and other areas of restaurants, and mop and vacuum floors.
- Locate items requested by customers.
- Polish and roll silverware.
- Thank guest, and ask them to return.

Required Knowledge for: Bus Person

Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics:

Knowledge of arithmetic and its applications.

English Language:

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills Required for: Bus Person

Service Orientation -- Actively looking for ways to help people.

Abilities Required for: Bus Person

- Memorization -- The ability to remember information such as words, numbers, pictures, and procedures.
- Manual Dexterity -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Speech Recognition -- The ability to identify and understand the speech of another person.
- Wrist-Finger Speed -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Extent Flexibility -- The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Trunk Strength -- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Abilities Required for: Bus Person (continued)

- Arm-Hand Steadiness -- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Number Facility -- The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Activities for: Bus Person

- Handling and Moving Objects -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- Performing for or Working Directly with the Public -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.