

**ERIE YACHT CLUB
JOB DESCRIPTION**

I. Position: Bus Person

II. Related Titles: Busser

III. Job Description: Sets and cleans dining room tables before, during, and after meal service.

IV. Job Tasks:

1. Assists servers in their tasks.
2. Cordially greets members and guests; calls them by name if known.
3. Serves water as guests are seated.
4. Assists in carrying food trays to tables.
5. Removes soiled dishes from table; brings to dish washing area.
6. Removes soiled linen and replaces with clean linen.
7. Sets tables with silverware, glassware, and clean linen.
8. Maintains clean floors in the dining room throughout food service.
9. Stocks server's station with supplies.
10. Stocks bar with glassware.
11. Collects trash from dining room, grill room, and other specified areas after each serving period.
12. Returns equipment to its proper place.
13. Keeps ice bins and buckets filled.

V. Reports To: Food/ Beverage Manager

VI. Supervises: No supervisory duties are included in this position.