

## **Churchill Administrative Services, LLC**

### **JOB DESCRIPTION**

**Position:** Busser  
**Division:** Property  
**FSLA:** Hourly  
**Reports To:** Maître'D  
**Date:** January 8, 2018

#### **Summary**

The primary purpose of this position is maintaining cleanliness in the Restaurant. Removing china, glassware, tableware, cooking utensils, from tables to the dish pit window. Busses all tables and cleans to standards. Also ensures the Front of House area is maintained as a clean, safe and sanitary facility. Acts as an ambassador for all customer service related issues and provide the public/clients/visitors with a positive and customer focused impression of Churchill Estates. To proactively liaise with Service Partners to activate or implement any changes either before or during dining services or events that will improve service standards or reduce any risks to the venue or the public.

#### **Essential Job Duties and Responsibilities**

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Collect dirty dishes from the tables and cleans tables from Front of the House as needed.
3. Sort and rinse dirty dishes, glass, tableware and other cooking utensils and place them in racks to send through dish machine.
4. Remove trash debris from tables and area around table.
5. Wash table tops, table legs and chairs after each serving.
6. Reset table for next guest.
7. Organize tray carts.
8. Sweep/mop floors as needed.
9. Polish silver and wipe down glasses.
10. Clean cabinet, countertops and maintain cleanliness.
11. General restaurant and restroom cleaning as directed.
12. Wipe up any spills to ensure cleanliness of restaurant and lounge area.
13. Assist Wait Staff when needed and as directed by supervisor.
14. Never touch dirty dishes before touching clean dishes without washing hands first.
15. Adheres to Churchill Residential dress code as far as a cleaned, groomed appearance and no visible tattoos or piercings other than as described in the Employee Handbook.
16. Promotes a clean, safe and neat environment for residents, staff and self.
17. Must take necessary precautions and follow correct procedures for lifting and bending, and direct staff accordingly.
18. Demonstrates knowledge of fire safety procedures and assists with evacuations of residents to a safe location in the event of a fire or other emergency.
19. Performs in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures.
20. Other duties as assigned.

**Knowledge and Skill Requirements**

1. Must be able to read labels on chemicals.
2. Food Handlers Certification required within 14 days of employment and maintained current status.
3. Must be able to work a flexible schedule.
4. The ability to get along with others, to be flexible, patient, and able to work as a member of a team.
5. Knowledge of work place safety procedures.
6. Good personal hygiene habits are required to comply with Department of Health practices and regulations. Must maintain uniforms in a clean and neat condition.
7. High School education or equivalent preferred.
8. Prior server training or experience is helpful, but not required.

**Physical Requirements:**

| <b>Activity</b>    | <b>Constant</b><br>67-100% of day   | <b>Frequent</b><br>34-58% of day | <b>Occasional</b><br>1-33% of day   | <b>None</b><br>0% of day |
|--------------------|-------------------------------------|----------------------------------|-------------------------------------|--------------------------|
| Standing           | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Sitting            | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Walking            | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Kneeling/Squatting | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Bending/Stooping   | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Pushing/Pulling    | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Twisting           | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Keyboarding        | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Reaching           | <input checked="" type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Climbing           | <input type="checkbox"/>            | <input type="checkbox"/>         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Weight Lifting& Exerting**

| <b>Carry Push/Pull</b> | <b>Constant</b>                     | <b>Frequent</b>                     | <b>Occasional</b>        | <b>None</b>                         |
|------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Up to 10 lbs.          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Up to 25 lbs.          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Up to 50 lbs.          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Up to 100 lbs.         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Over 100 lbs.          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**Work Environment**

1. Senior or Family Living Community
2. Normal Food Service/Kitchen environment, hot damp environment
3. This position has been determined that it may have occupational exposure to blood borne pathogens. The company’s Exposure Control Policy for blood borne Pathogens should be executed where such incidents occur.

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of the all the activities, duties or responsibilities of the employee.

I have read and understand the job description for Dishwasher. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date