



## **Server Assistant (Busser)**

### **OBJECTIVE:**

The main function of the Server Assistant (Busser) is to assist the servers in providing superior member service while maintaining a clean and neat area. We strive to exceed the expectations of our members and guests. We do everything we can to entertain and serve each member one at a time, making them feel as though we are here just for them.

### **Duties and Responsibilities:**

- To efficiently assist the front waiter in a friendly and courteous manner. To follow the service sequence and standards of the club, according to trained standards.
- To reset tables as needed before, during and after service hours according to priorities established by the member's needs.
- Clear tables as members are finished.
- Refill, remove or replace all beverages and drinks
- Help take out trays of food for large tables when available.
- To ensure proper set-up and maintenance of the bussing station, tables and common areas throughout the dining room and bar.
- To ensure efficient set set-ups for bussing stations, including silverware, china, sugar, creamers, tea, box, ice tea, coffee. Always prepare for according to reservation sheets.
- To ensure that all silverware, glasses, B&B are polished and set according to club standards
- Knowledge of and adherence to all uniform requirements; to be professional in both appearance and manner at all times
- To fold napkins, polish B&B and prepare sections according to food service. Ex. Lunch, Dinner, Happy Hour
- Knowledge of Respect for the adherence to all staff privileges and responsibilities
- Adherence to schedules and attendance at all staff meetings
- To be prepared to greet guest in the absence of the manager. Guests are to be seated when approaching the podium.
- To work well as a team member with the entire club staff
- To be aware of all state laws pertaining to the sale and service of liquor and alcoholic beverage