

POSITION SUMMARY

TITLE: BUS/KITCHEN

FLSA STATUS: EXEMPT

DEPARTMENT: RESTAURANT

NON-EXEMPT

PRIMARY FUNCTION

Under general supervision, perform basic routine tasks and procedures in order to provide our customers with quality products, good service and clean surroundings, in accordance to Bill Miller Bar-B-Q standards.

REPORTS TO: AREA MANAGER, STORE MANAGER, ASSOCIATE MANAGER AND BREAKFAST MANAGERS

ABILITIES: Exercise considerable judgment and initiative, organize work to maintain a smooth work flow. Be cooperative, courteous, friendly, tactful, polite and respectful to the general public, co-workers and management staff. Follow both written and verbal directive and assignments; work throughout different areas of the restaurant as assigned. Become familiar with the location of all equipment, storage areas, supplies, etc. Learn and understand the accurate use of weights and measures. Recognize emergency situations and summon help. Answer phone with enthusiasm and knowledge of menu and specials

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, including, but not limited to: walking, sitting, crouching, stooping, kneeling, squatting, crawling, twisting, stretching, pushing, pulling, manual and finger dexterity and eye-hand coordination. Requires standing and walking during the day. Occasionally lifts items weighing up to fifty (50) lbs. Requires corrected vision and hearing to normal range. Requires working under stressful conditions and occasionally extended hours.

TYPICAL WORKING CONDITIONS: Works indoors in an air-conditioned facility; frequent exposure to hot and cold areas; sharp objects, electrical hazards, wet and slippery floors and other conditions common to a restaurant.

REVIEWED BY: STACIE HUSER, DIRECTOR OF PERSONNEL

DATE: 11/10/15

PERFORMANCE RESPONSIBILITIES
ESSENTIAL FUNCTIONS

- Remove plates, silverware, cups and napkins from table, wipe table and chairs, push chairs under table, remove food and debris from floor around each table within thirty (30) seconds from start to finish. Clean and return high chair to designated location, (if applicable).
- Lift and carry full bus tub safely to kitchen area and deposit items in proper receptacles.
- Sweep, mop and scrub all interior floors, walls to the ceiling, and exterior drive-thru according to proper procedures. Move tables and chairs to scrub underneath.
- Safely stack and unstack dining room chairs (approximately 130) within ten (10) minutes from start to finish.
- Remove all debris from 40,000 square foot parking lot and discard in trash dumpster within ten (10) minutes from start to finish.
- Clean ceiling fans (including blades) and mini-blinds using cloth and appropriate cleaner.
- Food prep work: Bread and fry chicken, cook beans and rice, make coleslaw, cook hashbrowns, pre-fry potatoes, keep serving lines full of hot items, keep cold food display fully stocked according to proper policy and procedure.
- Restock and clean condiment bar, as necessary.
- Greet customers and assist with request as much as possible.
- Remove floor mats before sweeping floors and return after sweeping has been completed.
- Wash dishes, utensils, pots and pans and return to designated area after drying.
- Restock food serving lines and storeroom with supplies, as necessary.
- Keep work area and equipment clean at all times.
- Clean and stock restrooms, as necessary.
- Report immediately any malfunctioning equipment, unsafe conditions or safety violations to management.
- Keep floors dry, clean and clean of any debris.
- Understand and comply with Sanitation Standards of the Food Service Industry.
- Attend all required meetings as scheduled.
- Completes all other duties as directed.