



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Bus Person

Class: Service

Status: Full Time/Part Time

Supervisor: Food and Beverage Supervisor

Effective Date: Revised May 2016

Department: (40) Restaurant

FLSA: Non-Exempt

Pay Grade: II

Subordinates: None

Position Summary:

The Bus Person maintains the cleanliness of the dining area. As a team member, ensures quality service to customers with emphasis on cleanliness, efficiency, accuracy, professionalism, and courtesy at all times.

Essential Duties and Responsibilities:

- Keep tables clear and reset.
- Wipe the cracks in the booths to remove crumbs, use sweeper to clean floor
- Always keep high chairs clean and put back in an orderly manner.
- Restock waitress station with coffee cups, glasses, napkins (paper & linen), silverware, etc.
- Keep water pitchers and coffee pots full.
- Empty bus cart. Scrape and stack dishes. Empty garbage containers before it's too heavy to lift.
- Keep floor clean. Always.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary

Minimum Qualifications:

- No prior experience or training.
- Qualified Indian Preference applies.

Language Skills:

Ability to read a limited number of two-and three-syllable words and to recognize similarities and differences between word and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must be able to pass an extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Carry bus trays to kitchen. Lift and replace trays of glass and silverware.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Moderate noise (examples: business office with computers and printer, light traffic).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____