



JOB POSTING

Date of Notice: June 1st, 2017

Position Title: **BUSSER/BARBACK**

Job Location: BANDON DUNES – McKee’s Pub

Position Reports To: Food & Beverage Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes
57744 Round Lake Drive, Bandon, OR 97411
Fax: 541-347-5850
jobs@bandondunesgolf.com

Position Summary:

Sets and cleans eating area tables before, during and after meal service. Cleans bar and equipment, and replenish bar supplies such as liquor, beer, wine, fruit, ice, and dishes. Assist bartender in maintaining bar setup, stocking, and cleanliness.

Essential Duties and Responsibilities:

- Serves water as guests are seated.
- Assists in carrying food trays to tables.
- Removes soiled dishes, glassware silverware and trash from table; brings to dish washing area.
- Removes soiled linen and replaces with clean linen.
- Cleans table tops prior to resetting. Sets tables with silverware, glassware and clean linen.
- Dusts chairs before and after meals.
- Cleans the floors and equipment in the dining and bar areas.
- Collects trash and empty bottles from dining areas, bar and other specified places.
- Stocks servers’ station and bar with supplies and keep work area clean and organized.
- Keeps ice bins and buckets filled.
- Assists servers and bartender in their tasks.
- May function as Expeditor to ensure orders from kitchen ensuring accuracy, cleanliness and timeliness.
- May function as Room Service Attendant to deliver orders to guest rooms with Company vehicle.
- Other duties as requested.

Qualifications:

- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Oregon Food Handlers Card
- Oregon Liquor Control Commission permit
- Valid Oregon Driver’s License
- Lift up to 30 lbs occasionally, 20 lbs frequently, and 10 lbs constantly
- Ability to work flexible hours including days, evenings, weekends and holidays.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

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