



JOB POSTING

Date of Notice: February 22, 2017

Position Title: **BUSSER**

Job Location: BANDON DUNES - Gallery

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.

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.
- Cleans the floors in the dining areas.
- Stocks servers' station with supplies.
- Assists servers in their tasks.
- Collects trash from dining areas, grill and other specified places after each serving period.
- Dusts chairs before and after meals.
- Keeps ice bins and buckets filled.
- 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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