



Ho-Chunk Nation

Job Description



TITLE: FINE DINING BUSSER		JOB CODE: FDBU
BUSINESS	EEO: 8	PAY GRADE: 7
NON-EXEMPT	FLEX	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The position of Fine Dining Busser will support the servers in attending to the needs of our guests and ensuring that the fine dining areas are sanitary and attractive, ultimately enhancing every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Prepare the dining area before guests are seated to ensure we present a clean and welcoming atmosphere.
2. Remove used plates, glasses, cutlery, and napkins from tables after guests have completed their meal.
3. Clean floors before and after each visit.
4. Straighten or replace stained tablecloths as needed.
5. Refill drinking glasses when needed.
6. Maintain health and safety regulations in all kitchen and dining areas.
7. Perform other duties as required.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. High school diploma or equivalent.



ESSENTIAL:

1. Successful completion of criminal background check and drug screen.
2. Current ServSafe certificate preferred.
 - a. ServSafe certification is required within one (1) month of regular employment.
3. Able to obtain food handler's card where required.

EXPERIENCE:

1. One (1) year of fine dining restaurant experience is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to maintain a professional demeanor in stressful situations is necessary.
2. Must work well with people, possess excellent customer service skills, and show sensitivity to diverse cultures.
3. Must possess strong oral and written communication skills.
4. Must possess basic computer skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy workplace environment.
2. The department manager ensures that all department employees receive appropriate training coaching and understand the applicable procedures to perform their assigned work safely.

WORKING CONDITIONS

1. Must be able to work in a loud, fast-paced environment.
2. Able to work varied hours and shifts, including evenings and weekends.