

**Jamestown Brewing Co, Inc.**  
**Job Description**

**Job Title:** Bus Person  
**Department:** Kitchen  
**Reports To:** Executive Chef  
**FLSA Status:** Non-Exempt

**Summary:** Responsible for facilitating food service by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Carries plates and service trays to and from kitchen and dining room.\*
2. Completes all assigned opening and closing side work to prepare dining room, kitchen, and service stations for efficient operation during meal period.\*
3. Cleans and maintains all areas of restaurant including kitchen, bar, lobby, rest rooms, and grounds and wipes table tops and chairs with damp cloth.\*
4. Replaces soiled table linens and sets tables with silverware and glassware.\*
5. Replenishes supply of stocks such as clean linens, silverware, glassware, and dishes in dining room and alerts kitchen and management of stock shortages.\*
6. Assists server, bartender, and customers as needed throughout the meal period.\*
7. Lifts and carries garbage from the restaurant and disposes of it in proper areas.\*
8. Adheres to all restaurant policies and procedures by paying special attention to health and safety procedures.\*
9. Cleans and polishes glass shelves, doors of service bars, and equipment such as coffee urns and cream and milk dispensers.\*
10. Reports any problems or discrepancies to management immediately.
11. Communicates with host or hostess and manager when tables have been cleared.
12. Applies knowledge of full menu and other restaurant information such as restaurant hours, table numbers, and types of payments.
13. Performs other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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.

**Education/Experience:**

High school diploma or general education degree (GED); or equivalent combination of education and experience.

**Knowledge, Skills, and Other Abilities:**

- Ability to be pleasant

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.