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Employee Name (Please Print)

Date

**Pine Mountain Club POA  
Job Description**

Job Title: Busperson/Deep Cleaning Bistro  
Department: Bistro  
FLSA Status: Non-Exempt  
Reports to: Bistro Manager  
Approved By: General Manager  
Approved Date: 5/12

**SUMMARY**

Remove used tableware between courses; clear and reset tables after guests leave. Assist server with drink, menu, food etc delivery to patrons as needed. Deep cleans Bistro facilities as scheduled (approximately 1 shift per week devoted to this task).

**WORKING HOURS**

Position may be seasonal, temporary, part time, on call and/or full time depending on the status change form. Employee may be required to work overtime hours as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Remove used tableware between courses and provide tableware for next course.
- Clear tables after guests. Take tableware to dish room and place silverware, dishes, glassware, etc. in appropriate areas for washing.
- Between seating promptly clean table tops, chairs and booths. Check floor and clean as required. Reset and arrange tabletop.
- Inspect assigned restroom every 30 minutes and clean as needed.
- Respond appropriately to guest requests. Communicate guest requests to server as needed.
- Communicate with server and hostess to assure efficient seating, table utilization and customer service.
- Assist server as needed with food delivery, especially with large parties and during peak periods.
- Thank guests as they are leaving
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the restaurant manager or immediate supervisor.
- Busing, mopping, helping server with rolling silverware, filling condiments, etc.
- Deep clean as scheduled according to Deep Cleaning Tasks sheet attached to job description.
- Attend Safety Meetings
- Set-up and Tear-down after buffet
- Perform any and all tasks as prescribed by Manager.
- Other duties may be assigned.

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**CERTIFICATES, LICENSES, REGISTRATIONS**

If old enough to obtain a license, employee must maintain a current California Driver's License and good driving record.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully form 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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. No previous restaurant experience required. Be able to work in hot, wet, humid and loud environment for long periods of time. Be physically able to lift, reach, bend and stoop. Be able to working in a standing position for long periods of time (up to 5 hours). Be able to safely lift bags, cases and stacks weighing up to 60 pounds up to 30 times per shift.

**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 moderate.

**TOOLS & EQUIPMENT USED**

Dishwasher, cleaning supplies, mops, towel, cleaning tools, etc.

**EQUAL OPPORTUNITY EMPLOYER**

It is policy to maintain equal opportunities for all employees, does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, sexual orientation, Vietnam era Veteran Status, marital status, or age. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

**Deep Cleaning Tasks**

- Pull out and sweep under all refrigerators and vacuum the condensers.
- Clean with bleach water, all walls, light switches, door handles and areas, and corner areas for fingerprints and smudges.
- Wipe down shelving and be sure that crumbs and loose food is cleaned up, Sweep out and straighten the walk-in for new shipment.
- Remove grease from the grease traps.
- Half fill the old bus tub with 1 capful of Greased Lightening and hot water. Put the burner grates into the solution and let soak.
- Drain the deep fryer, fill with water and put in one envelope of "Boil Out". Turn it on high to bring to a boil, and as it starts to simmer, turn down to ~250°. Allow to simmer for about an hour. **If you do not turn the temperature down, it will overflow!!!**
- Scrape the burner grates, rinse them, and put them through the dish machine. Clean the stove surfaces, scrape the burners (or burn them off) and reassemble the stove.

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- Using the old pickle bucket that is stored in the chemical closet, soak grill grates in hot water and two (2) capfuls of Greased Lightening. It will take about 30 minutes, then turn them and leave for another 10 minutes. While they are soaking, scrape and clean the broiler (grill). Remove any aluminum and replace, scrape the burner covers and remove any debris. Scrape the soaking grates, spray them off and reassemble onto the cleaned grill (broiler).
- Drain the deep fryer and pour the chemical water down the drain, through a strainer. Fill the fryer with water and scrub out thoroughly. Rinse carefully, checking the drain for grease and crumbs (use a metal rod with a towel to assure that there is no chemical or old food inside.) Dry everything carefully. Reassemble and add fresh oil.
- Clean the walls, pipes, and floors behind the stove, deep fryer, broiler, and prep tables. Put a towel in the bottom of the sink and hose off the vent screens. Dry them off and put them through the dish machine. Let them sit to drain and dry while you clean out the dish machine.
- Scrub the oil trough on the hood, drain the reservoir. Reassemble and polish the hood.
- Sweep and mop the floors, then push the equipment back into place.
- Replace the foil liners and clean the front, tops, and insides of the stove – including the ovens.
- Put new foil on shelves under counters. Organize pots and pans.
- Pull out the sandwich station, toaster cart and prep table. Sweep and mop the floor. Wash the walls. Wipe down the edges of the equipment as build up grease and food is collected here.
- Move the dish machine soaps and sweep and mop. Push all equipment back and plug in all electrical cords.
- Clean the sink area, floors, under sinks, counter, etc.
- Organize the back, be sure dishes are in order, shelves are in order, and wipe down as you go. Food collects over the week. Be sure it is done weekly!
- Throw away any cardboard or trash in the “Hole”. Sweep the floors, wipe down wall surfaces (around switches and door knobs) as needed. Check that mouse traps are set and loaded.
- Clean the floors in service area. Wipe walls and the soda fountain machine. Wipe down CO2 tanks and hoses attached. Clean under the table that holds the coffee machines and the soda fountain.
- Clean back prep table and shelf underneath.
- Make sure that the bistro walls and windows are wiped clean.
- Wipe down the freezers in the hallway and wipe down the door handles, light switches with bleach water.
- Clean out and wipe Down Bottom Shelves of Refrigerators.
- Clean Bread Cart and Warming Drawer.
- Replace all cleaning supplies and chemicals in a neat and orderly fashion.
- 25. Clean Out Microwave. In and Out!

If you are doing this weekly, the tasks will be a breeze. Let's make it shine!

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**EMPLOYMENT AT WILL**

California is an 'at will' employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

Employee Initials\_\_\_\_\_

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