



FOOD RUNNER/BUSSER

Are you ready to put the DREAM in Dream Team? Do you want to work in a place surrounded by ponderosa pines, crisp mountain air, a championship golf-course, and world-class amenities? Are you eager to join a collaborative team who strives for excellence and where your contributions make a BIG impact? We're hiring at Pine Canyon and are looking for a Flagstaff-based superstar to join our spectacular group.

FSLA Status: Non Exempt

Department: Food and Beverage Front of House

Reports to: Restaurant Manager or Other Department Manager or Director

General Purpose:

Assists servers in providing efficient service by keeping the room neat and clean.

Essential Duties:

- Accountable for checks and cash transactions. Utilizes Point of Sales System.
- Assures that all material used by server is clean and ready for daily operation.
- Possesses knowledge of the position of each diner's chair in the dining rooms and lounges.
- Sets the outside line with under liner plates, flatware, doilies, linen napkins and any other items needed for the delivering of food.
- Organizes the plates in the window and matches each one with each ticket to run the food out to the tables.
- Sets tables in accordance with Troon Golf standards.
- Ensures that each menu item is prepared in the exact detail outlined on each ticket.
- Corrects the menu item with the chef before delivering the menu item if it is not meeting the exact specification on the ticket. (For example; are the steaks prepared to the temperature modified on the ticket?, Does the hamburger come with pickles, only as specified on the ticket?)
- Fills and re-fills water glasses and removes any place settings not being used.
- Clears dishes located in front of guest upon completion of course.
- Clears and resets tables when guests leave, to include but not limited to: changes tablecloth, brushes, chairs, places chairs at table, replaces silverware and glassware, and replaces napkins.



FOOD RUNNER/BUSSER

Essential Duties Continued:

- Attend scheduled meetings and trainings.
- Assists the server when needed.
- Keeps work stations well stocked of items and ingredients.
- Clean workstations, takes out trash, and vacuums the dining room.
- Incorporates safe work practices in job performance.
- Regular and reliable attendance.
- Performs other duties as required.

Education/Experience:

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Physical Demands:

Frequently stands, walks, talks and hears. Frequently uses hands. Regularly reaches with arms and hands. Occasionally climbs, balances, stoops, kneels, crawls, crouches, tastes or smells. Frequently lifts up to 10 pounds and occasionally may lift up to 50 pounds. Regularly carries trays above the head with plates of food out to tables in the dining room and lounge area.

Environment/Noise:

Occasionally works in wet or humid conditions (non-weather); may come into contact with fumes or airborne particles; toxic or caustic chemicals. The noise level is moderate.

Certificates/Licenses:

No certifications or licenses required. Revised 05/09

Job Knowledge, Skill, and Ability Preferences:

Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.