



THE CALIFORNIA CLUB  
LOS ANGELES

POSITION TITLE Busser	DEPARTMENT Food & Beverage
REPORTS TO A.M. & P.M. Supervisors	FLSA DESIGNATION Non-Exempt

2022

### POSITION PURPOSE

Provide friendly, courteous and efficient quality presentation of food and beverage service to all guests. Clean and set up tables and dining rooms in the outlet and perform other food service-related duties, including general cleaning and set up.

### ESSENTIAL FUNCTIONS (Average % of Time)

- 70 % Clean, set and re-set tables continuously, assuming responsibility for station, tables and side duties.
- 20 % Serve water, bread and butter and greet guests by name whenever possible during the course of meal service.
- 10 % Stack trays properly for efficient unloading for stewarding and ensure proper safety standards at all times.

### OTHER

Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Club. This possibly will include working weekends and holidays. In addition, attendance at all scheduled training sessions and meetings is required.

Upon employment, all employees are required to fully comply with the California Club rules and regulations for the safe and effective operation of the club's facilities. Employees who violate club rules and regulations will be subject to disciplinary action, up to and including termination of employment.

**NOTE:** Willingness to work overtime when necessary is

## JOB DESCRIPTION (Continued)

POSITION TITLE: Overnight Janitor

### SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the club.

- Perform set up duties as requested to include side stations, storage areas and food staging area.
- Perform general cleaning tasks utilizing cleaning to adhere to health and safety standards.
- Perform other duties as requested, such as cleaning unexpected spills and executing special guest requests.

### SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.

### PHYSICAL DEMANDS

- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens (+110°F), possibly for one hour or more.
- Must be able to stand and exert well-paced mobility for up to 8 hours in length.
- Must be able to exert well-paced ability in limited space.
- Must be able to exert well-paced ability to maneuver between functions occurring simultaneously.
- Must have the ability to bend, squat and lift up to 40 lbs., including, but not limited to, lifting trays of glassware and china on a regular and continuing basis.
- Must be able to push and pull carts and equipment weighing up to 40 lbs. on as needed basis.
- Must be able to bend, stoop, squat and stretch to fulfill cleaning tasks.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.
- Vision occurs continuously with the most common visual functions being those of near and color vision and depth perception.

**JOB DESCRIPTION (Continued)**  
**POSITION TITLE:** Overnight Janitor

### **QUALIFICATION STANDARDS**

#### **Education**

High school or equivalent education

#### **Experience**

No prior experience required. Public contact experience desired.

#### **Licenses or Certificates**

None

#### **Grooming**

All employees must maintain a neat, clean and well-groomed appearance. Ensure uniform and personal appearance are professional per the California Club standards.

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