



## Job Description

### Job Posting 2022-05

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**Position Title:** Food Runner/Busser  
**Position Supervisor:** Director of Food & Beverage

**Schedule:** Part-Time  
Seasonal

**Salary:** \$10-\$12/hr  
plus Gratuities

**FLSA Status:** Non-Exempt

**Travel Req'd:** None

#### Summary

The Food Runner/Busser assists with the proper and timely delivery of food and beverage items ordered by members and guests. This position is responsible for maintaining the cleanliness of the dining, waitstaff reach-in, and similar areas; for keeping food and beverage items stocked to support dining and events; and for preparing tableware, glassware, and flatware for table setting. May assist in clearing and setting dining tables. No supervisory duties are included in this position.

#### Essential Duties & Responsibilities

- Set up wait staff area, dining room, and patio before, during and after shift to ensure a clean and professional atmosphere.
- Clean and stock mini-fridge and wait-area reach-ins.
- Prepare water glasses for servers; stock and fold napkins, flatware, beverage ware, condiments; stock server stations with supplies; keep all ice bins and buckets filled as needed.
- Replenish member/guest beverages as needed.
- Bus and clean dining tables as members/guests depart according to Club policy, procedure, and standards.
- Collect and dispose of trash from dining rooms, poolside grill, and other specified serving areas.
- Assist servers and waitstaff with preparation of condiments and ordered menu items.
- Assist servers in delivering orders according to Club policy, procedure, and standards; assist in running food items to buffets and similar.
- Transfer information between members/guests, kitchen and servers/waitstaff as needed (e.g., special requests, preferences, etc.).
- Communicate with Service Captain to ensure all needs are met and tasks completed during the shift.
- Greet members and guests in a friendly and courteous manner.
- Perform other related duties as assigned.

#### Minimum Education

Preferred: High School Diploma or Equivalent

#### Minimum Experience

Preferred: 1 year experience as food expeditor, busser, waitstaff, server, or similar position. Experience in a private club or fine dining environment.



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#### Knowledge, Skills & Abilities

- Skill in the use of English grammar, spelling, punctuation, and mechanics.
- Ability to be flexible and adapt to changing requirements in a fast-paced, dynamic environment.
- Ability to communicate orally and in writing with diverse audience.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Ability to lift to 50 pounds.

#### Additional Requirements

- Must be able to pass background checks and motor vehicle record checks.
- Must possess current TIPS training, or be able to complete such training within 60 days of hire.
- Must possess valid driver's license in accordance with the laws of the State of Montana; must be insurable under the company's auto insurance policy.
- Must be reliable, responsible, and dependable and able to work variable and flexible shift to include evenings, weekends, and holidays as required.

#### Environmental & Physical Conditions

General physical activities. Work involves walking and standing for long periods of time; lifting; balancing; stooping/kneeling; reaching; bending; and safely lifting and carrying items up to 50 pounds.

*Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.*

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Manager Signature/Date

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Employee Signature/Date