

## **EMPLOYEE DUTIES + RESPONSIBILITIES**

### **RUNNERS & BUSSERS (SERVER ASSISTANTS) JOB DESCRIPTION**

#### **SCOPE AND GENERAL PURPOSE**

Bussers and Food Expeditors are an integral part of our team. Your hard work ensures that tables are adequately prepared for arriving guests and that dishes are expedited in a timely fashion to ensure full guest satisfaction. You are also responsible for communicating any information between the kitchen and the front of the house staff.

Outside of the guest service you are also tasks with assisting with food and product deliveries, as such you must ensure that all storage areas are effectively organized and kept clean at all times.

#### **SCOPE AND GENERAL PURPOSE**

- To setup tables according to daily plan

- To ensure speedy delivery of food to tables
- To coordinate communication between the kitchen and dining staff
- To adhere to restaurant policies and procedures
- To promote the La Vecchia brand

#### **REQUIRED KNOWLEDGE**

- Understanding of all food menus
- Food products knowledge
- Restaurant policies
- Dining etiquette
- Kitchen etiquette – reading chits
- Storage organization

#### **OVERALL DUTIES**

- Arrive in full readiness prior to your shift.
  - Clean uniform
  - Pen
  - Neat hair
- Complete daily opening and closing duties
- Greeting and assisting guests
- Cleaning duties
- Maintaining adequate supply of bread
- Assist with delivery duties
- Assist kitchen staff when required
- Clear and reset tables
- Ensure all tasks are completed with accordance to Health and Safety regulations
- Assist with dining room setup
- Expedite food
  - Ensure plates are clean
  - Ensure item accuracy
  - Plate delivery according to seat numbers
- Participate in scheduled staff meetings
- Promote the La Vecchia brand on and off duty

## OPENING DUTIES

- Sweep and mop floors including the office
- Sweep the patio and sidewalk
- Clean all windows and doors using warm soapy water(dish soap) and squeegee
- Clean the bathrooms and check for missing items
  - Tissue paper and hand towels
  - Hand soap
  - Clean the urinals and toilets
  - Empty the garbage
- Bring up items for the kitchen
- Bring up candles if necessary
- Set-up the private room if necessary
  - Clean the floor
  - Wipe all tables
  - Replenish candles
- Discard unused cardboard boxes
- Change the linen bag if necessary
- Clean all doors and mirrors
- Sanitize high touch areas
- Soak the mop in detergent
- Wipe down the patio furniture
- Sweep the carpets
- Sweep and mop the stairs

**Complete one of the major cleaning duties listed below.**

1. Clean all pictures frames
2. Move banquettes in the private rooms sweep and mop behind the space.
3. Clean chandeliers in the private rooms
4. Clean chandeliers in the main room
5. Clean walls in the private rooms
6. Clean walls in the washrooms
7. Remove black residue from around the bar
8. Move banquettes in the back, sweep and mop the space
9. Deep clean the office
10. Bleach the patio and entrance

## CLOSING DUTIES

- Set up all tables
- Polish any leftover cutlery
- Dry and put away plates
- Check stock – see if we need any orders

- Breakdown any cardboard and dispose in the bin
- Take out recycling
- Bring down soiled napkins to Storage
- Clean the washrooms
  - Empty the garbage
  - Clean the mirrors
  - Restock tissue paper and hand towels
  - Clean toilets
- Roll up the mats
- Empty the garbage bin in the office
- Remove any glasses from the office
- Sweep and mop the office
- Check to ensure bread station is cleaned and spicy peppers have been put away
- Clean breadbaskets change linen in the baskets.

# La Vecchia Restaurant New Employee Form



## Personal information

Full name: \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initials \_\_\_\_\_

Gender: \_\_\_\_\_ Title (Mr./Ms/Mrs./Other) \_\_\_\_\_

Address:

\_\_\_\_\_ Street address \_\_\_\_\_ Apartment/unit # \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Home phone: \_(\_\_\_\_) \_\_\_\_\_ Cellphone: \_(\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Social Insurance Number  
or other government ID: \_\_\_\_\_

Birth date: \_\_\_\_\_ Marital status: \_\_\_\_\_

Spouse's name: \_\_\_\_\_

Spouse's employer: \_\_\_\_\_

Spouse's work phone: \_(\_\_\_\_) \_\_\_\_\_

## Job information

Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Work location: \_\_\_\_\_

Start date: \_\_\_\_\_

Smart Servve: \_\_\_\_\_

Food Handlers: \_\_\_\_\_

First Aid: \_\_\_\_\_

### Emergency contact information

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_ Street address Apartment/unit #

\_\_\_\_\_ City Province Postal code

Primary phone: \_(\_\_\_\_\_) \_\_\_\_\_ Cellphone: \_(\_\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

### Other information

Have you contributed to a pension plan (other than Canada Pension Plan) within the past 30 days?

YES / NO  
(please circle one)

If yes, please indicate the employer & pension plan name: \_\_\_\_\_

For payroll direct deposit purposes, please attach a void cheque to this form.

Please attach a completed and signed TD1 form.

Date: \_\_\_\_\_ Employee signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_ Employer signature: \_\_\_\_\_

