BUSSER – DUTIES & CHECKLISTS

Staff Duties & Checklists · https://roundupsaloon.com/docs/busser-duties-checklists/

POSITION Description

The job of a busser is to keep all customer areas clean and clear. Approach all duties with safety and courtesy in mind. Manager may assign additional event set-up/break-down tasks.

Duties While Open

- Bus empty/abandoned glassware to designated drop-off spots.
- Discard empty/abandoned bottles and cans.
- Sweep up broken glass, ice, or other messes; discard.
- Mop or towel-dry spills as soon as possible.
- Clean up vomit immediately and disinfect the area.
- Assist barbacks in running items to/from stations.
- Assist barbacks in swapping full trash cans to/from stations.
- Keep radios on until the end of the night when released by MOD.

After-Close Checklist

1. Assist customers in finding the nearest exit.
2. Double-check all areas for glassware. Pull island tub to clean.
3. Double-check & discard all areas for bottles and cans.
4. Pull trash bags from all used trash cans (except restrooms), condense into rounders.
5. Replace & tie liners in all trash cans - return trash cans to proper location per the Round-Up Trash Can Map.
6. Break down and condense boxes from the juice room and liquor closet.
7. Barbacks/bartenders will push out their condensed bar trash in rounders for you to take.
8. Sweep floors of debris and trash.

9. Confirm if there are any set up / break down tasks (i.e. reset parlor chairs, event prep, etc)
10. Wait until released by MOD before clocking out and leaving the building.