

Lake of the Pines Association Busperson – PT Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Busperson. Must have open availability.

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is an hourly position. The salary is minimum wage at \$15.50 per hour. Benefits include sick leave after initial eligibility requirements are met as well as facility use privileges including swimming pool, beaches, parks, tennis and discounted meals. Pre-employment background search (if applicable) required following conditional offer of employment. Minors must have a work permit that allows a minimum of 4 working hours on Monday – Thursday and 8 hours on Friday, Saturday and Sunday.

Essential Duties and Responsibilities:

- Maintains the cleanliness and sanitation of the dining area, including all tables and chairs. Restocks the dining room and side stations with tableware, flatware, utensils, condiments and linen. Always maintain adequate supplies in the server station when the restaurant is open.
- Assist servers in their tasks. Remove dirty dishes to the dish washing area and remove soiled linen and replace with clean linen.
- Promptly greet guests as they are seated and bring bread, butter and water to table.
- Replenish supplies on tables, refill water glasses and coffee cups. Bring clean utensils to storage area.
- Remove used tableware between courses and provide tableware for next course.
- May set table with clean linen, dishes and utensils.
- Between guests' seating, promptly clean tabletops, chairs and booths. Check floor and clean as required. Reset and arrange tabletop.
- Clean floors in dining area to maintain sanitary conditions during dining hours. Perform other duties as necessary and perform general cleaning duties.
- Inspect assigned restroom every 30 minutes and clean/pick up as needed.
- Perform duties in a professional and courteous manner.
- Respond appropriately to guest requests. Communicate guest requests to server as needed.
- Assist server as needed with food delivery, especially with large parties and during peak periods.
- Maintain courteous, pleasant and hospitable attitude and thank guests as they are leaving.
- Be available to fill in as needed to ensure the smooth and efficient operation of the restaurant as directed by the immediate supervisor.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Other restaurant tasks as required by management.

Required Skills/Qualifications:

- Some education and or related training desired.
- Must have flexible schedule and be able to work nights, weekends and holidays.
- Ability to read and comprehend simple instructions is required.
- Ability to effectively present information in small group situations to customers, vendors and other employees is required.
- Basic mathematical skills including the ability to add and subtract two-digit numbers and to multiply and divide.
- Regularly required to complete work with deadlines. Expected to deal with frequent interruptions, maintain concentration and recall details.
- Frequently lifts 25 pounds.

Applications are available online at www.lop.org under About Us/Employment information. Email resume and employment application to HR@lop.org or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.