

Professional Community Management of CA, Inc. (PCM) is seeking an experienced and professional part-time Bus Person/Assistant Waitstaff at our Sun Lakes Country Club community in Banning, CA. Under the Food and Beverage Manager, the Assistant Waitstaff's primary function is prompt, efficient and professional service to our customers. The Assistant Waitstaff should, at all times present a friendly, courteous and helpful attitude. Food handling certificates are required.

#### Essential Duties and Responsibilities:

- Clear dishes and tables in all dining areas of the club as directed by F&B supervisors.
- Help keep the work area clean and tidy before, during, and thoroughly at the end of the shift
- Help remove garbage/and or recycling at end of shift.
- Report to duty ready for work at the time indicated on the schedule.
- Maintain a positive and cooperative attitude at all times.
- Report to the supervisor on duty any problems with service and/or members and guests.
- Re-set tables as needed.
- Serve water, coffee, and bread and butter as needed.
- Maintain the club decor and respect club property.
- Discuss only positive aspects of fellow employees and working conditions when speaking to a guest.
- Maintain a professional relationship with guests.
- Must maintain a clean uniform and good personal hygiene.
- Perform other job projects and work related projects as required.

#### Qualifications:

- Knowledge of approved sanitation methods.
- Must possess current "Food Handlers" card.
- Ability to work effectively as part of a team with employees, customers and vendors.
- Maintain a professional attitude, and effectively work with vendors, homeowners, outside customers and all levels of staff.
- Resolve conflicts and problems expeditiously, courteously and tactfully.
- Effectively communicate in English both orally and in writing.
- May be required occasionally to attend functions and work a flexible schedule that will include days, evenings, weekends and holidays.

Principals only, no third-party vendors

Professional Community Management is an Equal Opportunity Employer