

## **Job Description**

**Title:** Server

**Department:** Dining Services

**Reports To:** Dining Services Manager

**Position Summary:** Performs table waiting, side work and other kitchen duties as assigned by the Dining Services Manager. Must have demonstrated experience in restaurant setting and is sensitive to the needs of elders.

### **Performance Standards:**

- Replicates all training procedures as applicable to their site from training video
- Completes all side work assignments and is prepared for shift
- Completes meal ticket with all necessary information in a clean legible manner
- Consistently lifts trays by bending at the knees and positioning weight of the tray in the back as opposed to the arm.
- Understands daily menu through active participation in the pre meal meeting
- Effectively communicates information to the residents regarding flavor, availability, presentation and preparation
- Adheres to all OSHA Regulations and safety procedures when lifting, bending or using equipment
- Immediately reports any personal or work related injury
- Shows a consistent ability to coordinate multiple tasks. Has a positive attitude and works well under pressure
- Customer Service – kindness/hospitality to residents, families and guests.
- Observe residents for any changes in behavior, mental status or physical conditions and report to supervisor or nursing
- Communicate well within your department as well as with staff in other departments
- Works toward maintaining each resident's independence, self respect, personal dignity and personal safety.
- Promotes loyalty to the household among staff; generates positive attitude by demonstrating support of the community's policies and procedures with fellow employees.
- Reports any physical, emotional, sexual abuse or neglect to supervisor or nurse.
- Must dress professionally and appropriately according to Employee Handbook guidelines
- Performs other related duties as assigned.

### **Specific Requirements:**

Education or training in waiting tables and serving or a related field or experience. Must have completed or be willing to complete educational requirements imposed by State regulations within the

specified time frame. Must be able to read, write and understand English. Must have a valid Driver's License or ID for state in which employed. Must be able to meet physical demands such as stooping, bending, turning, stretching, lifting trays or to assist residents, and, moving equipment. Visual and Audio acuity necessary to detect changes in residents conditions; manual dexterity required to handle equipment. Must have patience and tact in dealing with residents' family members and staff. Must possess genuine concern for and ability to work with the elderly and with elderly who have memory loss. Must accept risk of working in group setting where employees are exposed to communicable disease and potential combativeness. Must demonstrate overall positive, professional image and attitude.

**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth herein. I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

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Signature

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Date