



Position Description

Position Title:	Wait Staff		
Department:	Dining Services	Reports To:	AM or PM Supervisor
Classification:	Non-Exempt	Revision Date:	March 2019

Position Overview

Dining Services:

Responsible for setting up, serving and clearing assigned section of the dining room in a courteous and efficient manner. Carries out paperwork and cleaning duties as assigned. Performs any task as directed by the Supervisor.

Principle Duties and Responsibilities

Dining Services:

1. Responsible for setting-up, serving and clearing assigned section of the dining room in a courteous and efficient manner.
2. Responsible for specific assigned cleaning duties and preparation in the dining room and kitchen areas.
3. Responsible to learn and accurately use all forms, lists, requests and schedules involved with Dining Room food service.
4. Responsible for keeping seating plan up to date and for being familiar with the special needs of residents in area assigned. Gives sensitive support to the residents.

Competencies

- Customer Focus
- Time Management
- Teamwork Orientation
- Flexibility
- Communication Proficiency
- Composure

Qualifications and Skills

- Must be able to read menus, resident names, and handwriting.
- Must be able to observe infection control procedures related to the Dining Services Department.
- Must abide by the proper dress code.

- Must accept and be supportive of the Dining Services Department's goals.
- Ability to interact with residents and staff.
- Must possess sensitivity and relate well to resident's needs.
- Must possess the ability and willingness to follow procedures and schedules as posted.
- Must possess high personal standards of cleanliness and maintain a clean, safe working area.
- Good organizational and time management skills required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must have the ability to lift and carry up to 25 pounds without assistance and possess full range of motion to reach 6 feet up and 3 feet in all directions. Job includes standing 30% and walking 70%, stooping, bending, pushing and pulling.