

ASBURY POINTE
JOB DESCRIPTION

JOB TITLE: Server
DEPARTMENT: Dining Services
SUPERVISION: Manager
WORK AREA: Kitchen/Dining Rooms

I. JOB SUMMARY: Responsible for taking menu orders from residents, guests and employees of the community, serving meals and bussing tables according to established policy and procedures.

II. ESSENTIAL COMPETENCIES:

1. Utilizes proper food handling and food service techniques.
2. Ensures tables are perfectly set, chairs are in place and clean.
3. Takes order from resident, guest or employee in a timely manner. Is knowledgeable of all specials and general description of all food items being served.
4. Provides service in a friendly and timely manner.
5. Buses tables and resets for the next meal service according to established policy and procedure.
6. May assist in preparation of salads, desserts, beverages, etc.
7. Completes assigned side jobs.
8. Completes assigned cleaning.
9. Wipes serving tray with sanitizing cloth after cleaning table.
10. Vacuums thoroughly under and around tables, pulling out chairs.
11. Vacuums chairs.
12. Wipes down tables bases.
13. Ensures silverware and glasses are spot free.
14. Ensures salt, pepper and condiment bowls are clean and free of debris.
15. Performs other related duties and responsibilities that became necessary or appropriate.

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16. Maintains CONFIDENTIALITY of all pertinent facility, staff and resident care information.
17. Assures that Residents right to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to file complaints, are followed.
18. Attends and participates in in-service education classes and on-the-job training programs as required. Attends and participates in workshops, seminars, etc. as directed.

III. OTHER RELATED COMPETENCIES:

1. All other duties as may be assigned by Manager, or Dining Room Supervisor.
2. Follows all established safety procedures and precautions.
3. Completes work assignments in a timely fashion.
4. Demonstrates a caring attitude towards residents and is willing to assist Residents.
5. Weighs information objectively and unemotionally.
6. Identifies new ways to improve productivity and efficiency and makes suggestions to supervisor.
7. Uses time productively.
8. Accepts direction and constructive suggestions.
9. Builds and maintains harmonious relationships with staff members, residents, families and superiors.
10. Demonstrates ability to effectively resolve conflict situations.
11. Dress is according to facility guidelines.
12. Attendance within facility guidelines.

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IV. WORKING CONDITIONS:

Standing, walking for long periods of time; bending and stooping; full range of mobility and motion, ability to lift/carry light weights (up to 20 lbs.), light pushing/pulling (up to 60 lbs.), corrected vision and hearing, color discrimination, depth perception and sense of touch. Motor coordination and manual dexterity necessary to perform various work routines such as serving meals, handling soiled dishes, operating food services equipment and cleaning work area.

V. PERSONAL QUALIFICATIONS:

Must express or demonstrate an interest in working with a senior population. Must be capable of reading and writing the English language; follow written and verbal instructions and work assignments. Must demonstrate a warm, outgoing personality and a neat, clean appearance. Must be able to work flexible hours, such as during staff shortages or emergency situations.

Approved by:


Executive Director


Director of Human Resources


Department Director

I have received a copy of this job description. _____
Staff Member Date