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| **Community:** | Garden Spot Village |
| **Department:** | Dining Services |
| **Reports to:** | Dining Services Manager |
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| **Overview:** | To provide assistance as directed and assigned in dietary functions and activities such as: Preparing and serving meals, cleaning dining room tables, preparing condiments, desserts, garnishes, salads and beverages for meal service. Flexible to work in most areas of Dining Services. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Treats all information about residents, their condition and family as confidential.
* Maintains compliance with all federal, state and local regulations governing the handling and storage of food, food supplies, equipment and work environment.
* Complies with established dietary standards regarding infection control, sanitation and safety regulations.
* Willingness to be cross-trained for multiple tasks.
* Prepares and/or sets up special functions when needed.
* Prepares dining venues for resident meals.
* Prepares condiments, desserts, garnishes, salads, salad bar, beverages, etc. for all meals.
* Oversees all activity in dining room, including setup, service and closing for each meal.
* Performs cash handling processes, including the processing of customer purchases into the Point of Sale system and completing drawer reconciliation at the end of each meal.
* Acts as a resource for new hire training in the dining rooms.
* Greets residents, staff and customers, takes food orders according to the protocol of the dining venue and serves food following the service standards of the associated venue.
* Serves food with excellent presentation.
* Effectively stores and uses leftovers.
* Washes and sanitizes tables and work stations.
* Restocks work stations.
* Assists with dishwashing and pots and pans.
* Assumes responsibility for meeting meal schedules.
* Proficient in and can train others in all positions except cook, deli, salad bar and prep.
* Assists management in keeping systems and communication open between all shifts.
* Works cooperatively with food service staff and other departments.
* Attends in-service training programs for Dining Services employees.
* Observes infection control procedures related to Dining Services.
* Assumes quality assurance duties as assigned.
* Consistently works cooperatively with residents, residents’ representatives, facility staff, physicians, consultants and ancillary service providers.
* Performs all assigned duties in an effective, timely and professional manner.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Checks weekly and monthly cleaning charts and completes in a timely fashion.

**Job Qualifications**

* Displays strength and experience in all aspects of café and dining room service.
* Shows interest in being trained in a cook’s position and has proven ownership and excellence in performing all assigned tasks.
* Must be able to read menus, understand measurements, and use proper food presentation.
* Must be able to think fast and make good decisions.
* Must be efficient and organized.
* Must treat residents with kindness, cheerfulness and respect.
* Must be willing to train and participate in ongoing staff development programs.
* Identifies with and promotes the Mission and Philosophy of Garden Spot Village

**Equipment to be Used**

* Coffee and tea maker, steamer, induction range, toaster, microwave, register, etc.
* For those 18 years of age or older: Mixer, food processor, slicer and garbage disposal

**Working Conditions**

* Must work scheduled weekends.
* Must work scheduled holidays.
* Must be willing to work a flexible schedule and/or on short notice.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date