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| **Community:** | Garden Spot Village |
| **Department:** | Dining Services |
| **Reports to:** | Dining Services Manager |
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| **Overview:** | The Dining Server provides assistance as directed and assigned in dietary functions and activities such as: setting up dining rooms, serving meals, cleaning tables, preparing condiments, desserts, garnishes, salads and beverages for meal service. |
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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 of food safety.
* Prepares condiments, desserts, garnishes, salads and/or salad bar, and beverages.
* Serves residents’ meals in our various dining venues.
* 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.
* Handles leftovers properly as assigned.
* Assists with set-up and the service of special events.
* Washes and sanitizes work stations and café tables.
* Restocks work stations and café service areas.
* Assists with dishwashing and pots and pans.
* Assumes responsibility for meeting meal schedules.
* Works cooperatively with food service staff and other departments.
* Attends in-service training programs for Dining Services employees.
* Observes infection control procedures related to the Dining Services.
* Assumes quality assurance duties as assigned.
* Consistently works cooperatively with residents, resident’s representatives, facility staff, physicians, consultants and ancillary service providers.
* Performs all duties assigned in an effective, timely and professional manner.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Checks weekly and monthly cleaning charts and completes when time permits.
* Performs other tasks as directed by the supervisor.

**Job Qualifications**

* Must be able to read menus and understand measurements and categories of food for special diets.
* 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 Communities.

**Equipment to be Used**

* Coffee and tea maker, steamer, oven, stove, and grill.
* 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.

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