



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management,
Inc.

Position: Server

Reports to: Dining Room Supervisor

Summary of Duties

Works in the dining room serving meals and performing related tasks regarding meal service to senior residents. Must work in a manner such that dining operation is pleasant and efficient.

Essential Functions

- Administers or Ability to follow written and oral directions
- Ability to communicate and relate to the community residents
- Assist in set ups and dining room service
- Take orders and serve food in appropriate fashion
- Set up and deliver trays upon request of chef/cook
- Bus tables and trays in the dining room and other areas as necessary
- Pour and cover beverages, assist in preparing and covering food
- Assist in proper care and use of kitchen and dining room equipment
- Clean all work areas as directed
- Work at steady pace to meet demands of cooks and residents
- Work cooperatively with other dining room staff to produce pleasant and efficient dining room operation
- Ability to understand and relate the menu to residents
- Ability to act as liaison between residents and food service department
- Understand and observe infections control procedures related to food service department
- Ability to follow Residents Rights policies at all times
- Ability to follow facility safety program
- Maintain neat, clean appearance and follow appropriate dress code as directed by chef/cook
- Work scheduled shifts and demonstrate dependability
- Willingness to perform other duties and assignments as necessary

Non-essential functions

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned.
- Assists in variety of tasks involving residents as assigned.

Required Knowledge, Skills, Abilities, Experience

- Able to read and write English
- Able to relate to residents and staff in a courteous and diplomatic manner under all circumstances.
- Ability to lift up to 40 pounds
- Successful Criminal Background Check and drug testing
- Physical requirements include bending, standing, lifting, stooping, sitting, carrying

Statement of Understanding

I have read and understand the position description and essential functions provided to me for the above position. By my signature, I confirm that I:

(Please check one of the following.)

_____ Can perform all of the essential functions of the position.

_____ Cannot perform all of the essential functions of the position.

I also understand this is not a job offer nor is it intended to be any guarantee of future employment opportunities. This does not construe a contract and I understand that any employment offers are on an at-will basis and does not guarantee employment for any specified time period.

Associate Signature:		Date:	
Supervisor Signature:		Date:	

TO BE RETAINED IN ASSOCIATE'S PERSONNEL FILE - COPY TO ASSOCIATE