



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 a 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



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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

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, and carrying