



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 associates 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.
- Attends all associate meetings including in-service education and associate functions, as requested by supervisor.
- Assists in variety of tasks involving residents as assigned.

Knowledge, Skills, Abilities, and Experience

- High School Diploma or GED at a minimum.
- Physical requirements include the ability to communicate by speaking, seeing, and hearing sufficient to serve the residents.
- Professional and neat appearance and presentation, adherence to the dress code, and good personal hygiene are expected.
- Must have excellent customer service and interpersonal skills to work with various levels of people, associates, and residents.
- Be free of communicable disease.
- Ability to read, write, and speak English.
- Ability to relate to residents and associates in a courteous and diplomatic manner under all circumstances.
- Completion of drug testing and criminal record background check upon hire and upon request of supervisor.
- Physical requirements include bending, standing, lifting, stooping, sitting, walking, stretching, and ability to lift/carry up to 40 pounds.
- Adhere to and carry out all policies and procedures.