



<b>Job Title:</b>	Server
<b>Job Family:</b>	Dining
<b>Job Code:</b>	101960
<b>FLSA Status:</b>	Nonexempt
<b>EEO Category:</b>	Service Workers
<b>Reports To:</b>	Manager, Dining Services/Dining Services Coordinator/Dining Services Director
<b>Type of Community:</b>	All Community Types
<b>Date:</b>	August 2016

**Job Summary**

Provides quick, efficient, and pleasant delivery of food to residents and guests, ensuring all quality standards of food and service are being met. Ensures good customer service, safety and proper handling of dishes, glassware, and utensils.

**Essential Functions**

1. Takes food orders, presents to kitchen staff and delivers meals to residents and guests in a proper and timely manner in accordance with department and company standards.
2. Responds quickly to resident and guest requests. Interacts with guests in the dining room to ensure their satisfaction.
3. Ensures accurate fulfillment of orders and checks food quality. Returns food that does not meet quality standards such as temperature, color, and doneness.
4. Responds to community issues or concerns that may occur in the dining room. Reports issues/concerns to management immediately.
5. Assists with the preparation and assembly of meals, in accordance with the menu and in a safe, sanitary manner under the direction of the Cook or Dining Services Coordinator/Manager as needed.
6. Ensures proper preparation, portioning and serving of foods according to standardized recipes and menus.
7. Follows departmental procedures including sanitation, safety and cleaning schedules.
8. Labels and dates all food products in the refrigerator, freezer and food storage area and properly disposes of refuse.
9. Assists setting tables, removing dirty dishes, disposing of refuse and waste materials, and restocking inventory as needed.

*This job description represents an overview of the responsibilities for the above referenced position. It is not intended to represent a comprehensive list of responsibilities. An associate should perform all duties as assigned by his her supervisor.*

**Education and Experience**

High school diploma or general education degree (GED). Six months to one year related experience and/or training; or equivalent combination of education and experience.

**Certificates and other Special Requirements**

None.

**Physical Demands and Working Conditions**

<b>Physical Demands</b>	<b>Check Any That Apply</b>	<b>Working Conditions</b>	<b>Check Any That Apply</b>
Standing	<input checked="" type="checkbox"/>	Requires interaction with co-workers, residents or vendors	<input checked="" type="checkbox"/>
Walking	<input checked="" type="checkbox"/>		
Sitting	<input checked="" type="checkbox"/>	Occasional weekend, evening or night work if needed to ensure shift coverage. On-Call on an as needed basis	<input checked="" type="checkbox"/>
Use hands and fingers to handle or feel	<input checked="" type="checkbox"/>		
Reach with hands and arms	<input checked="" type="checkbox"/>	Possible exposure to communicable diseases and infections	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>		
Stoop, kneel, crouch, or crawl	<input checked="" type="checkbox"/>	Potential injury from transferring, repositioning, or lifting residents	<input type="checkbox"/>
Talk or hear	<input checked="" type="checkbox"/>		
Taste or smell	<input checked="" type="checkbox"/>	Exposure to latex	<input checked="" type="checkbox"/>
Ability to lift:		Possible exposure to blood-borne pathogens	<input checked="" type="checkbox"/>
Up to 5 pounds	<input type="checkbox"/>	Possible exposure to various drugs, chemical, infectious, or biological hazards	<input checked="" type="checkbox"/>
Up to 10 pounds	<input type="checkbox"/>		
Up to 25 pounds	<input type="checkbox"/>	Subject to injury from falls, burns, odors, or cuts from equipment	<input checked="" type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>		
Up to 100 pounds	<input type="checkbox"/>	Requires Travel:	
More than 100 pounds	<input type="checkbox"/>		Occasionally
Vision	<input checked="" type="checkbox"/>	Frequently	<input type="checkbox"/>

**Management/Decision Making**

Makes standard and routine decisions based on detailed guidelines with little independent judgment. Problems are generally solved with clear, detailed guidelines or by reporting them to a supervisor.

**Knowledge and Skills**

Has a basic level of a skill and can follow written or verbal instructions. Has basic technical skills to complete a few repetitive and well-defined duties. Has a basic knowledge of the organization in order to answer basic questions.

<b>Associate Signature:</b>		<b>Date:</b>	
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*If there are essential functions and responsibilities either required by state or community need, please use the Job Description Addendum form.*