



One Kalakaua Senior Living Job Description

Position: Dining Room Server

Status: Hourly

Supervisor: Dining Room Server (Lead)

Department: Food & Beverage

A. PRIMARY PURPOSE

The Dining Room Server is responsible for providing the best dining experience to residents and guests by serving meals and beverages in a prompt and courteous fashion.

B. GENERAL DUTIES

1. POLICIES AND PROCEDURES. Understands and follows policies and procedures.
2. WORK SAFETY. Follows general safety practices, reports safety hazards and demonstrates safe behavior.
3. HIPAA. Maintains confidentiality of resident information.
4. DOCUMENTATION. Documents and records information with consistency, accuracy and proper utilization of terminology.
5. REPORTING. Assists with ensuring resident needs, concerns, incidents, changes in condition and abuse are reported to the appropriate parties (including the immediate supervisor) in a timely manner.

C. ESSENTIAL DUTIES

1. MEAL SERVICE. Serves food and beverages and clears tables utilizing proper serving techniques.
2. THERAPEUTIC DIETS. May serve therapeutic diets in the dining room, has a basic understanding of special diets and consistencies.
3. CUSTOMER SERVICE. Makes every effort to become familiar/knowledgeable with resident preferences ensuring accommodations are provided without being asked.
4. RESIDENT ASSISTANCE. Assists residents with mobility and assistive devices.
5. QUALITY CONTROL. Monitors and ensures quality and presentation of meals meet minimum standards and resident preferences.
6. FOOD PREP. Assists with simple preparation of food; papaya, lemons, ice creams and soups.
7. RE-STOCKING. Performs side tasks including refilling table condiments, folding napkins and linen, sorting silverware and other side tasks.
8. TAKE-OUT MEALS. Assists with the preparation of take-out meals.

D. NON ESSENTIAL DUTIES

Employee may be required to perform additional duties and/or secondary positions, as necessary, to meet standards of quality.

E. HOURS OF DUTY

Day and Evening Shifts including holidays and weekends; shifts may vary.

F. WORKING CONDITIONS

1. Works inside in well-lighted surroundings with exposure to varying degrees of noise, odors, heat, cold and moisture, to include walking in and out of refrigerators and freezers.
2. May be exposed to verbal and physical challenges by residents.
3. May be exposed to unsanitary conditions, unpleasant odors, fumes, blood and bodily fluids. Protective equipment and clothing are provided.

G. QUALIFICATIONS AND REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION AND EXPERIENCE.** Must possess, as a minimum, a high school diploma or GED and at least one (1) year experience as a hostess, dining room server or related position preferred. Current CPR and First Aid certification required.
2. **LANGUAGE SKILLS.** Communicates effectively, both orally and written, using proper speech and grammar.
3. **REASONING ABILITY.** Able to understand and follow written and oral instructions. Uses good judgment, takes initiative in identifying hazards, notices residents changes in condition or other situations and responds appropriately and timely. Must be able to work in a fast-paced environment and deal with demanding clientele in a calm and professional manner.

I have read and understand my Job Description. I further agree that the skills and duties listed in my Job Description is not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job. I may be required to perform additional tasks, as necessary, to meet standards of quality.

Employee Print Name	Signature	Date	Administration Signature	Date
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Effective 3/1/19 - Employees hired before 3/1/19 will be exempt from the education requirement of possessing a high school diploma or GED.