

Job Description

Position Title: Food Server

Department: Dietary

Reports To: Chef/Dietary Director

Organizations Mission, Vision, and Values

Our purpose is to provide an affordable home with assisted living services allowing older adults to live in a safe, caring, and supportive environment while maintaining their dignity, independence and purpose. We strive to be a person-centered organization based on resident self-determination. Accordingly, the primary purpose of your job is to promote the health and well-being of all individuals living in the community and treat it as their home. It is essential that you have a genuine interest in being a contributing member of a team that cares for and works with older adults. A critical function associated with your position is the daily enactment of person-centered care values by treating everyone with dignity, respect, courtesy, compassion and care.

Position Summary:

Your primary objective is to provide person-centered care to, and advocate for, individuals living in the care community to the full extent of your training. The primary purpose of your job position is to provide assistance for all dietary services to meet the needs of the individuals living in the community. Food services are provided in accordance with the individual's assessment, personal preferences care plan goals within the guidelines of established policies, procedures and practices.

Key Duties and Responsibilities:

Leadership

- Develop and maintain a good working rapport with the health care team assure that high quality food service can be properly maintained to meet the needs and preferences of the individuals living in the community.

Psychosocial Support

- Solicit individuals' preferences and choices regarding types of food, food presentation, and religious beliefs concerning food and meals.
- Observe and Recognize that behavior is communication for those who cannot communicate properly.
- Encourage individual involvement in the community.

Individualized Care

- Support individuals' to be independent as possible when eating by honoring individuals' preferences and choices (including religious and ethnic requirements) regarding types of food, food presentation, utensils and any supports needed.
- Ensure meals are served that are palatable and appetizing in appearance that are in a way that honor any preparation request.

- Ensure food for therapeutic diets are provided in accordance with planned menus from the dietician and approved by the individual.
- Ensure that a variety of alternative meal options and snack are serve and available to individuals who prefer not to eat the main choice.
- Ensure dining room is properly prepared for meals. (table setting)
- Serve restaurant style, which includes: Bring serving tray with 6 to 8 plates of food on shoulder. Clear tables between courses.
- Cleaning tables. Includes: clearing plates, cups, glasses, napkins or any debris on the table and replace for the next resident.
- Maintain dining room clean, to include wiping down with disinfectant tables, chairs and serving karts.
- Floor must be swept and mopped with disinfectant. Include doors and walls.
- Performs dishwashing and other cleaning tasks as assigned or as needed.
- Maintains adequate supplies at food service station, including paper goods, dishes, flatware, glassware and condiments also to include juices to be given out for the 13th and 14th floor.
- Approach residents appropriately and in a courteous professional manner, prenoting salutation by Mr. or Mrs. or Sr. or Sra.
- Correctly record resident and guest tray meals.

Collaboration

- Looks for ways to improve job skills; organize time effectively.
- Ability to follow facility policies and procedures.
- Performs unpleasant tasks with grace; demonstrates positive attitude; works cooperatively with supervisor and co-workers.
- Keeps work areas neat and clean; helps maintain appearance of facility.
- Is free of non-treated communicable disease.
- Maintains acceptable attendance record, follows work schedules; notifies supervisor if late of unable to work in accordance with personnel policies.
- Participate in activities and events offered by the organization.

Documentation

- Receive and document resident complaints and grievance as per Company's Grievance Procedure.

Education / Improvement

- Participate in educational programs that provide information on person centered care, engagement, team work and leadership, and food service.

Employment Requirements:

- High School Diploma or GED Equivalent
- Meet service requirement for position.
- Customer Service Skills

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their job.

- While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to Ability to lift 40 pounds occasionally (heavy work) and 25 pounds regularly.

Work Environment: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather) and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Ability to be flexible with their schedule.

Team members assuming this position are expected to adhere to and advance the vision, mission, values and principles of this community. Job description is subject to annual review and updated as necessary. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I _____ have read the above job description, possess the required skills, and fully understand the essential functions and conditions set forth therein regarding the job of Food Server at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

Signature

Date

This job description has been approved by all levels of management:

Supervisor: _____

Date: _____

HR: _____

Date: _____