Let Your Life Shine...Brighter Together!

RIVERWOODS

an Albright Care Services Retirement Living Community

TITLE: Server **DEPARTMENT:** Dietary

SUPERVISOR: Executive Chef **LOCATION:** RidgeCrest Court & Commons

BRIEF DESCRIPTION: Responsible for the performance of a variety of duties in the Restaurant.

PRIMARY RESPONSIBILITIES:

- Responds to others in flexible/helpful manner especially in times of increased activity/ staff shortages/shifting priorities.
- Punctual and ready to work at designated time at start of shift and return from breaks.
- Consistently uses own initiative to keep work area and equipment clean and neat.
- Demonstrates a "need no reminder" attitude after directions have been given/carries out work assignments promptly.
- Consistently maintains a clean, well-groomed appearance and follows department policy for uniforms.
- Always displays a courteous, helpful attitude.
- Uses mechanical equipment according to safety rules and regulations.
- Always projects a pleasant helpful and respectful manner with all customers.
- Completes daily cleaning checklist and checks out with Cook/Supervisor before punching out.
- Greets guests and presents them with menu.
- Informs guests of specials/menu changes, makes suggestions/answers questions regarding food, beverage, and service.
- Takes written orders and relays them to kitchen staff.
- Serves meal from kitchen and service areas promptly, garnishes items with proper presentation prior to serving.
- Observes diners to ensure guests are satisfied with the food and service, to respond to any addition requests and to determine when the meal has been completed.
- Totals bill and collects money at cash register.
- Assists the bussing of tables, stocking of workstations, removing soiled dishes and resetting/cleaning tables.

QUALIFICATIONS:

- High school graduate or equivalent in training and experience.
- Ability to follow oral and written instructions.
- Demonstrates genuine concern for the needs of the elderly.
- Demonstrates good knowledge of sanitation and safety.
- Must be able to pass a physical examination within State and Federal guidelines.

PHYSICAL DEMANDS:

- Stands 30% and walks 70%.
- Reaches, handles, fingers, and feels in performance of duties.
- Ability to life and carry 50 pounds (meats, flour, cartons of canned foods, garbage)
- Communicates with others to coordinate job tasks.
- Visual acuity required in performance of duties.
- Manual dexterity to handle equipment and utensils.