

## **JOB DESCRIPTION**

**TITLE:** Dining Server

**DEPARTMENT:** Dining Services

**REPORTS TO:** Asst./Residential Dining Manager

**GRADE:** 2

**DATE:** 02/03

### **JOB SUMMARY:**

The Dining Server shall be responsible for providing prompt and courteous meal service and assistance to residents and guests. Must be responsible for minimal food preparation and catering services. Able to perform tray service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
(other duties may be assigned.)

Sets up tables in the dining room for meals or catered events.

Serves food and beverages to residents and guests following proper dining room procedures.

Clears and reset tables during and after meal service.

Keeps work areas clean and orderly, per written and verbal instructions and posted duties.

Completes opening and/or closing side work duties in a timely manner.

Complies with all department rules, regulations, policies, and procedures.

Attends all mandatory meetings and in-services.

Interacts with residents and co-workers in a positive manner.

Maintains a neat and clean appearance and practices good personal hygiene.

Adheres to established dress code.

Assembles and delivers trays and "to-go" meals as assigned.

Checks and attends to scheduled catering events.

Completes assigned food preparation.

Informs Dining Room Supervisor of any problems.

Assist with Host/Hostess duties.

Works as member of a team.

Gets along with co-workers.

Contributes to a positive, healthy and safe work environment.

Accepts change in a positive manner.

Functions under intense time pressure.

Performs any other relative, relevant duties as assigned.

**EQUIPMENT USED:**

General food service equipment. Operating and maintaining tray delivery rack, hotbox delivery cart. Setup and breakdown steam table.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty proficiently. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Completion of 10th grade.

**LANGUAGE SKILLS:**

Must speak, read, and write English. Must be able to follow oral and written instructions. Good communication skills.

**MATHEMATICAL SKILLS:  
REASONING ABILITY:**

Basic English and Math skills required. Must be able to determine when to inform next level supervisor of issues and problems in the dining room. Must be able to pace work in order to meet deadlines. Will be expected to work safely and respond appropriately to emergency situations.

**OTHER SKILLS and ABILITIES:**

Requires a good degree of interpersonal and communication skills and be able to answer a variety of inquires regarding food related issues. Must be able to work independently and without direct supervision. Possesses excellent interpersonal skills. Ability to think quickly and act appropriately in emergency situations.

**PHYSICAL DEMANDS:** Moderate. Requires standing, walking, talking, listening, balancing, bending, and lifting up to 50 lbs.

**WORK ENVIRONMENT:** Busy dining room with tight spaces in wait stations. Moderate noise levels.

**NUMBER OF PEOPLE SUPERVISED** (Under regular control): None.