

# **DIETARY SERVER**

**Position Purpose:** Capable of preparing food following instructions while adhering to all safety and health standards. They must be competent and conscientious with a customer-oriented approach. Greet and serve residents, providing detailed information on menu, multi-tasking various front of the house duties.

## **Required Qualifications**

Minimum requirements include:

- ❖ Proven experience in a dietary environment
- ❖ Desired but not required: Further experience in health care facility
- ❖ Knowledge of sanitation and safety guidelines
- ❖ Skilled in preparing meals according to instructions
- ❖ Able to work quickly and efficiently
- ❖ Friendly with good communication
- ❖ High School Diploma
- ❖ Food safety training - a plus
- ❖ Strong organizational and multitasking skills
- ❖ Active listening and effective communication skills

## **Major Duties and Responsibilities**

- ❖ Prepare food quantities according to the menu, recipe and number of persons to be served
- ❖ Set-up and tear-down of food service equipment
- ❖ Cleans work areas, equipment and utensils according to proper procedures
- ❖ Monitors and records temperature in refrigerators and freezers
- ❖ Complies with state, federal and all other applicable health care and safety standards
- ❖ Taking residents orders and delivering food and beverages
- ❖ Present menu to residents and provide detailed information when asked about ingredients, portions and potential food allergies
- ❖ Prepare tables by setting up linens, silverware, and glasses
- ❖ Communicate order details to the kitchen staff
- ❖ Check dishes and kitchenware for cleanliness and presentation and report any problems
- ❖ Arrange table settings and maintain a tidy dining area
- ❖ Carry dirty dishes, glasses, and silverware to kitchen for cleaning
- ❖ Follow all relevant health department regulations
- ❖ Provide excellent service to all residents
- ❖ Performs other duties and tasks as assigned

## **Personal Skills and Traits Desired/ Physical Requirements**

- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Basic computer skills.
- ❖ Ability to read, write, speak and understand the English language.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.

- ❖ Mathematical and numerical skills.
- ❖ Organizational skills.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures, especially the elderly, and often those with hearing and speaking difficulties.
- ❖ Current awareness of relevant regulations and standards of care.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to shelter in place during a hurricane, ice storm or other natural disaster
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ Ability to lift and carry 50 pounds.