

PACIFIC RETIREMENT SERVICES
Rogue Valley Manor
JOB DESCRIPTION

Department: Dining Services

Incumbent:

Position: Foodserver I

Reports To: Shift Supervisors and Dining
Room/NS/Catering Managers

In the following Job Description:

E = Essential Job Duty

N = Non-essential Job Duty

POSITION PURPOSE:

To provide service to the residents by serving food prepared by the kitchen.

SPECIFIC RESPONSIBILITIES:

- E Check and Initial the posted weekly schedule every week.
- E Be in the scheduled work area, ready to work at the scheduled time.
- E Arrive in proper, clean and pressed uniform.
- E Check with shift supervisor for station assignment and side work.
- E Check bulletin board for shift announcements.
- E Check station for proper set up and cleanliness.
- E Attend pre-service for daily menu information, announcements, and 15 minutes of stretching exercises. Know major ingredients and prep details of all food items being served during the meal period.
- E Help maintain Salad Bars during the meal periods as needed.
- E May be asked to assist with Catered events on an as needed basis.
- E Greet guests promptly (by name if possible) with a smile and a water pitcher within two minutes of being seated.
- E Take beverage and food order and fill, according to accepted procedure.
- E Act as a food runner or a re-setter as needed.
- E Keep tables maintained by removing dirty plates and silverware, empty wrappers and creamers from table. Refill water as necessary.

Job Descriptions – Server I

Page 2

- E Within two bites or two minutes after entree is served, check back to see if everything is satisfactory. If there are any problems, take the necessary steps to solve them.
- E When walking through the dining room, constantly look for (and see) any area that needs attention.
- E Help other servers, runners, and re-setters who need assistance. Team work is essential in Dining Services.
- E Do station side work, then check with Shift Supervisor or manager for additional side work.
- E Have Shift Supervisor or Manager check your station and side work before leaving the floor.
- E May be asked to assist with Catered events on an as needed basis and will report to the Catering Supervisors/Managers.
- E When working in the Health Center Dining Room: you will report to the Nutritional Supervisors/Managers. As charting of each person is completed (as necessary), keep tables maintained by removing dirty plates and silverware, empty wrappers and creamers from table. Refill water as necessary. Assist on serving line, prepare modified textures or therapeutic menus as instructed. May be asked to deliver trays to apartments and cottages on an as needed basis.
- E Must successfully complete initial training program and attend the first In-Service group training class available after being hired. Completing this training successfully is a requirement of continued employment in Dining Services.
- E Must attend any scheduled meetings and/or training sessions.
- E Must maintain a current Food Handlers Card and O.L.C.C. permit (if over 18 years of age.)
- E Must have a positive attitude and enjoy working with people.
- N Other duties as assigned.

JOB SPECIFICATIONS:

Hours:

To be assigned

Knowledge:

Requires the ability to understand oral and written instruction.(E) Work involves simple repetitive duties clearly defined as standard procedure.(E) Ability to read and understand written and oral communication.(E) Ability to read and understand chemical and/or cleaning product labels.(E)

Job Descriptions – Server I

Page 3

Independent Judgment:

Work requires limited decision making involving the analysis of the facts of the situation and the determination of what action should be taken within the limits of standard procedure.(E)

Questionable matters referred to supervisor or manager.

Relations With Others:

Job role requires interaction with staff, other departments, and residents.(E) Requires courtesy and basic tact to maintain positive relationships.(E)

Working Conditions:

Moderate to heavy physical conditions.(E) Involves lifting and carrying of 35 lbs.(E) Involves walking, bending, twisting, stooping, kneeling, crouching, reaching, and handling.(E) Some exposure to uncomfortable temperatures or odors.(E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, patients/residents, and visitors.

Blood Borne Pathogen Classification:

Category II

HIPAA Requirement:

None

Impact of Actions:

Work can be easily checked for compliance with standards and procedures.(E) Actions may affect the work of others and the health and safety of residents.(E)

Supervisory Responsibility:

None

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service. I further understand and acknowledge that Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

Incumbent Signature

Date

4/04 mb

S:\SHARED\Rogue Valley Manor\Human Resources\Job Descriptions\DINSERV\Foodserver1.doc

