



JOB DESCRIPTION

Position Title: Food Service Worker
Department: Food & Beverage
Exempt Status: Non-Exempt
Supervisor: Lead Server & Dining Room Manager

GENERAL SUMMARY:

The Food Service Worker may work anywhere on campus where food is prepared. This person will assist in setup, stocking, requisition supplies as needed, serving and replenishes of food and beverage. Duties will include cleaning and sanitizing equipment and work stations.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Sets tables and maintains work stations in proper order.
2. Operates a variety of kitchen utensils to weigh, measure, mix wash, peel, cut, grind, stir, strain, season and knead foodstuffs for cooking, serving and storing.
3. Assists in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage.
4. Takes orders, provides service and requested items both graciously and courteously.
5. Ability to follow the Aldersly steps of service.
6. Accurately completed daily opening and closing check lists for their respective duties.
7. Brews coffee and tea. May be required to restock other beverage areas.
8. Serves and replenishes food from counters and steam tables and breaks down stations at the end of meal periods.
9. Clears dishes from during and after meal service.
10. Answers pertinent questions about menu items.

Other Duties:



1. Assists in maintaining a high level of customer service for our residents and their guests.
2. Assists with dish washing and distribution of clean dishes if needed.
3. Maintains safe and sanitary conditions in work areas. Inspects workstations for compliance with service standards, cleans and sanitizes workstations and equipment.
4. Maintains acceptable standards of personal hygiene and complies with department dress code.
5. Completes all assigned cleaning tasks.
6. Attends in-service training and education sessions as assigned.
7. Performs specific work duties and responsibilities as assigned by supervisor.

HOSPITALITY FOCUS:

Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.



QUALIFICATIONS:

1. Ability to understand and follow instructions in English and communicate effectively.
2. Experience waiting tables in a hotel, restaurant or club with fine dining preferred; will train.
3. Ability to interpret and explain menu, refer or answer questions, coordinate meal service process and understands requests.
4. Ability to work in close cooperation with residents, guests, visitors, families, vendors, supervisor and peers. Requires courtesy, tact and graciousness.
5. Basic food-handling skills.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Works indoors; must be able to stand/walk for 100% of the work day; must be able to lift and carry up to 25 lbs. independently; must be able to push and pull bus carts weighing up to 50 lbs. independently; must be able to bend, stoop, reach, and balance frequently throughout the work day. Must be able to see, hear, and speak.

DISCLAIMER CLAUSE:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of care and service.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____