Warm Beach
SENIOR COMMUNITY

JOB DESCRIPTION

Job Title:	**Dietary Aide/Server**
Department:	Dietary
Supervisor:	Director of Food Services
Work Area:	Dietary Department/Independent Community Dining Room
PHI Access level:	**II Demographic/Location only**
Salary Classification:	Hourly

General Description and Scope:

Under the direction of the Director of Food Services (DFS) and following the job schedule, is responsible for the various activities needed in conjunction with meal preparation and service.

Assembles various items which go in the main dining room and on the trays for residents in a timely and organized manner. Assists in the set up of resident trays in a proper fashion along with the clean up. Adheres to sanitation and safety principles, knowledge of equipment operation and clean up of such used equipment. Knowledge of the therapeutic diets and texture modifications in relation to the items the worker prepares.

Sets up the Dining Room for service, maintains the salad bar/breakfast bar at meals. Responsible for table service at the noon meal. Provides hostess services in a polite and pleasant manner. Adheres to sanitation and safety principles, and participates in clean up of dining room and service kitchen. Understands principles of food safety and proper food handling. Knowledge of food aesthetics and presentation and serves foods in an attractive manner.

Essential Duties and Responsibilities:

1. Opens and closes the Dining Room, which involves unlocking/locking the door, taking care of operation of lights and equipment, and assuring that the Dining Room is ready for service.
2. Prepares food items for salad bar and sets up salad bar at lunch and dinner, and sets up cold food bar at breakfast. Breaks down bars after meals and stores goods appropriately following safe food handling practices.
3. Sets up soup bar, replenishes as needed, and breaks down after service, storing foods appropriately following safe food handling practices.
4. At noon meal, accepts menu choices from residents, serves foods safely, neatly and attractively from service kitchen to residents, in an organized and timely manner.

5. Understands and demonstrates appropriate manner to greet and seat residents as hostess. Trained to accept reservations by phone or by resident and to record reservations properly at hostess stand. Keeps meal tallies when serving as hostess.
6. Clears tables of dishes and utensils after meals and dispenses to dishroom. Uses proper sanitation practices in cleaning tables, replenishing condiments.
7. Prepares beverages for beverage station and replenishes throughout day as needed. Keeps area clean and neat throughout day as needed.
8. Sets up foods for between meal social hours, and replenishes as needed.
9. Properly disposes of refuse and boxes in proper places.
10. Notifies Dining Room Manager of any sanitation, safety, or resident concerns in a timely manner.
11. Follows tasks assigned by Dining Room Manager which may not be posted on job schedule, or in event of emergency.
12. Follows cleaning schedule or assigned cleaning needs using cleaning agents properly.
13. Properly uses and cleans equipment used when done.
14. Attends scheduled meetings and required Warm Beach Senior Community In-service and training programs.
15. Setup and operation of the dish-room recording dish-machine temperatures and maintenance of adequate chemicals of the machine and pot and pan sink.
16. Knowledge of the set up of tables and trays and the items which are needed.
17. Knowledge of the therapeutic diets and texture modifications needed to complete resident trays on service line.
18. Able to monitor the spread sheets in order to obtain information needed concerning desserts and beverages or salads.
19. Follows tasks assigned by DFS, or person in charge if DFS is absent, which may not be posted on job schedule or in event of emergency.
20. Capable of being on the tray-line, placement of items in a timely manner.
21. Follows the cleaning schedule or assigned schedule using cleaning agents properly.
22. Organizes the tray-cards in their proper sequence to aid in the smooth running of the tray-line. Accurate substitutes made if a card is missing.
23. Properly uses and cleans equipment when done.
24. Stocks food and non-food items rotating old to the front and new to the back and properly stores and labels any left-over items.
25. Notifies DFS or person in charge of any sanitation, safety, resident and/or nursing concerns in a timely manner.
26. Properly disposes of refuse and boxes in proper places.
27. Records meals served to NH residents.
28. Sets the dining room and assembles trays to meet service times.
29. Promotes Warm Beach Senior Community (WBSC) by maintaining a neat, clean professional appearance as defined in the WBSC employees' handbook and appropriate to working with older adults.
30. Performs duties in a safe manner and follows safety rules including reporting any work related injury at the time of injury to the supervisor.
31. Attends required inservice and training programs

32. Performs other duties as specified.

Physical Demands

1. Speech, sight and hearing to effectively communicate, read and create documents.
2. Speech, sight and hearing to communicate effectively by varied means including but not limited to telephone, in person, by e-mail, or fax and while meeting or greeting clients and conversing with residents or speaking publicly.
3. Ability to move freely and quickly to set up dining room, stock food storage areas and deliver food carts to nursing.

Working Conditions

1. Ability to lift heavy objects properly, such as food items, pots and pans, etc.
2. Ability to stand for long periods of time for food preparation and tray-line.
3. Ability to withstand temperature changes which may occur.

Personal Specifications:

1. Must have and maintain a valid Washington State Drivers License and inform your immediate supervisor and Human Resources (HR) of any convictions that occur after receipt of this job description.
2. Must have and maintain a valid Food Handler's card.
3. Self-motivated, self directed and self disciplined.
4. Knowledge of WBSC programs, mission and purpose.
5. Ability to maintain confidentiality.
6. Regular, predictable and dependable attendance.
7. Ability and maturity to prioritize, use good judgment and tact.
8. Willingness to abide by WBSC policy and procedures.

I have read the job description and understand its contents. I understand this job description is not intended nor should be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with my position and is subject to revision. I understand my employment at Warm beach Senior Community is at will and thereby may be terminated by Warm Beach or myself with or without notice. I agree to abide by the safety precautions as required by Warm Beach Senor Community.

Employee Signature _____ Date _____

7/7/05