

**CHELSEA SENIOR LIVING
POLICY AND PROCEDURES**

JOB DESCRIPTION

JOB TITLE: SERVER
SHIFT: VARIED TIME SCHEDULE
REPORTS TO: FOOD SERVICES DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Serves meal to residents based upon the resident's prescribed dietary regimen and food allergies.

DUTIES AND RESPONSIBILITIES:

- Serve meals to assigned section.
- Offers residents choices in their meal selection based upon their prescribed diet and personal preferences.
- Adheres to food protection principles.
- Take attendance at meal and report absentees to the Wellness Center.
- Clean up vases, salt and pepper, change tablecloths if necessary, chairs and chair leg.
- Fill condiments, salt and pepper, sweet and low, etc.
- Reset table for next meal and fold napkins.
- Special cleaning based on schedules (cups, coffee stations).

- Assist residents to table, where needed-assist from table to living room.
- Notice residents eating habits, if someone is ill at a table, or any behavior noted report to the Wellness Center.
- Notice residents clothing and make sure he/she is appropriately dressed before entering the dining room. If not, report to the Wellness Center.
- Must be able to lift 25 pound tray overhead.
- Maintains confidentiality of all residents at all times.
- Other duties as assigned.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience: Six months serving experience, but will train.

Skills/Aptitudes:

- Ability to handle multiple tasks.
- Ability to read, write, understand and communicate effectively in English.
- Able to respond to common inquiries and complaints from residents, resident’s families and staff members.
- Good interpersonal skills.
- Must be able to communicate with residents.
- Ability to physically assist resident in need.
- Must have CPR and First Aide Certification.

WORK ENVIRONMENT:

Working space is predominately dining room, lift trays, standing, walking and bending. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee’s Signature: _____

Date: _____