**Server/Waitstaff**

**Three Pillars Senior Living Communities**

410 N Main St. Dousman, WI 53118

**JOB DESCRIPTION**

Perform duties such as setting up dining room for meal service and preparing salads, desserts and beverages. Also, serve meals to residents and guests, bus tables, clean dining room, wash dishes, floor care and garbage removal.

**RESPONSIBILITIES**

**Meal Service:**

* Set up dining room tables for meals.
* Take food orders from residents.
* Prepare and serve entrees, salads, beverages and desserts.
* Serve meals to residents. Assure their dining needs are met.

**Clean Up of Kitchen, Dining Room and Dish Area:**

* Bus tables as needed, keep dining room clean and orderly.
* Follow procedures for infection control, safety and sanitation to maintain a clean and sanitary work area.
* Properly clean all dishes, pots, pans, flatware and glasses.
* Properly store clean dishes, pots, pans, flatware and glasses.
* Take garbage to the dumpster.
* Perform scheduled cleaning jobs.
* Maintain cleanliness of dining room floors.

**Prepare and Store Meals:**

* Prepare and serve food items for specific meals.
* Have meal ready to serve at a stated time.
* Follow proper safety and sanitation practices during the movement of food through the various stages of receiving, storage, preparation, serving and reheating.

**Other Responsibilities:**

* Participate in meetings as needed.
* Check daily for cleanliness and correct temperatures of freezers and refrigerator.
* Follow procedures for infection control and proper safety and sanitation practices to maintain a clean and sanitary work area.
* Report defective equipment to Dining Services Manager.
* Assist with the training of employees.
* Perform scheduled cleaning jobs.
* Achieve satisfactory performance in all performance evaluation areas.
* Keep current with job standards through in-service training, continuing education, personal and professional development.
* Transport meal items to or from the Compass Point dining areas.
* Track and record meals for residents in proper logs books.
* Continually seek opportunities for Quality Improvement.
* Actively recognize and appropriately respond to customer needs.
* Other duties as assigned by supervisor.

**QUALIFICATIONS**

* Able to communicate and follow written instructions in English.
* Work in team environment with minimal supervision.
* Able to work within timeframes.
* Handle hostile or emotionally upset residents, etc.
* Stand, bend, walk, reach and push frequently.
* Able to lift objects weighing up to 25 pounds frequently and lift up to 50 pounds occasionally.

**BENEFITS FOR FULL TIME AND QUALIFYING PART TIME:**

* Health Insurance
* Dental Insurance
* Vision Plan
* Life Insurance
* Long-term Disability Insurance
* Short-term Disability Insurance
* Flexible Spending Accounts
* Employee Assistance Program
* Tuition Reimbursement
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Wellness Programs
* Excellent Advancement Opportunities
* Scholarships
* Referral Bonuses
* Employee Emergency Loan
* Onsite Conveniences