

SEQUOIA SENIOR LIVING JOB DESCRIPTION

	Job Title: Wait Staff CA
FLSA Status: Non Exempt	Department: Culinary
Date Reviewed: 8/2016	Prepared by: BOD

SUMMARY

The Wait Staff is responsible for serving food in a friendly, courteous manner and helpful attitude. Perform a variety of duties in and around the dining area. **Reports to:** Food Service Director.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities described below are representative of those an employee encounters while performing the basic functions of the position. While every effort has been made to identify the essential functions of the position, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Make resident satisfaction the number one priority.
2. Serve meals to residents, family members and visitors in a professional, dignified, efficient and courteous manner.
3. Assure compliance with all proper serving techniques/etiquette (e.g., serving from left, clearing used dishes between courses, etc.)
4. Assist residents with menu selections as needed.
5. Track residents' attendance at meals.
6. Deliver meals to resident rooms as required.
7. Prepare dining room prior to each meal by performing necessary cleaning and stocking (salt shakers, pepper shakers, sugar bowls).
8. Check dining room stock and nourishments. Pull old items and restock as necessary.
9. Clean tables and chairs after meals and pick up floor areas.
10. Return all dishes to the kitchen.
11. Maintain clean and sanitary work environment at all times.
12. Report equipment safety issues to Food Service Director.

13. Cooperate to get work done and is flexible with daily schedule. Assist in food inventory and/or wash dishes when needed. Assist in breaking down deliveries and puts away stock as needed.
14. Follow standards for time and attendance.
15. Display tact and friendliness when dealing with residents, families and visitors.
16. Per State of California regulations, as a “mandated reporter” you must report all known or suspected incidents of resident abuse of dependent adults or elders.
17. Provide support to community’s marketing efforts through positive/friendly interaction during all property tours and telephone contact with the public, and as directed by a supervisor.
18. Communicate any observed or suspected resident change of condition to a supervisor immediately.
19. Maintain a safe and secure environment for all staff, residents and guests, following established safety standards.
20. Encourage teamwork through cooperative interactions with co-workers and other departments.
21. Support a positive and professional image through actions and dress.
22. Performs other duties consistent with the position as assigned by the Food Service Director.

MINIMUM QUALIFICATIONS

Minimum Age Requirement:	Per Title 22, must be at least 18 years of age.
Education:	Ability to read, write and speak English.
Experience:	Wait staff experience preferred.
Mathematical Skills:	Ability to count.
Reasoning Skills:	Knows and understands facility fire plan, disaster plan, and safety procedures.
Oral/Written Communication Skills	Ability to follow written and oral directions. Ability to interact tactfully with residents and family members, staff and general public.
Physical Effort:	Be mobile and able to perform physical requirements of the job. Good physical health verified by a health screening, including a chest x-ray or an intradermal test result not more than 6 months prior or seven (7) days after employment.
Personal Characteristics:	Demonstrates genuine concern for the physical and emotional needs of older people and their families. Maintains a positive attitude in all situations. Demonstrates an awareness and concern for resident safety at all times.
Working Conditions:	Well-lighted and with appropriate ventilation and temperature levels.
Other: (As required by Title 22)	Employee must pass a criminal record clearance prior to beginning work in the community. Employee must possess current first aid training.

JOB RELATIONSHIPS

Supervises:	N/A
Supervised by:	Food Service Director

PHYSICAL AND MENTAL REQUIREMENTS

N/A = Not required in this position O = Occasional: Performed or encountered 1% to 33% of work time F = Frequent: Performed or encountered 34% to 66% of work time C = Constant: Performed or encountered 67% to 100% of work time	N/A	O	F	C
Supervision/ Managing				
Supervising	X			
Managing	X			
Work Setting & Mobility				
Sitting for long periods		X		
Operating standard office machines	X			
Operating computer	X			
Moving freely around dining room				X
Answering/using telephone	X			
Walking			X	
Standing				X
Bending			X	
Kneeling		X		
Twisting		X		
Climbing		X		
Squatting		X		
Stock Handling Examples of Weights Lifted and Frequency				
Lifting 10 lbs. or less		X		
Lifting 11-25 lbs.		X		
Carrying 10 lbs. or less		X		
Carrying 11-25 lbs.		X		
Resident Care				
Pushing Wheelchair		X		
Turning Residents	X			
Helping Residents Walk		X		
Lifting Residents	X			
Helping Residents Sit up		X		

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Visual Requirements				
Overall Vision				X
Color perceptions			X	
Depth Perceptions			X	
Reading/close up work			X	
Field of vision/peripheral		X		
Dexterity				
Handling			X	
Reaching			X	
Grasping			X	
Fingering		X		
Hearing/Talking				
Hearing normal speech				X
Hearing on the telephone		X		
Hearing faint sounds		X		
Talking in person				X
Talking on the telephone		X		
Organizing/Planning				
Organizing		X		
Consulting	X			
Analyzing	X			
Planning				X
Designing	X			
Emotional/Psychological Factors - Exposure To				
Stressful situations				X
Trauma, grief, death			X	
Public contact			X	
Decision making			X	
Concentration			X	
Additional Requirements To The Position (List)				
Compliance with the Property's Exposure Control Plan.				X
Compliance with the Property's Blood Borne Pathogens Standard.				X
Compliance with the Property and Department's safety and emergency procedures.				X
Responsible for resolving, reporting, and anticipating potentially hazardous conditions.				X

STATEMENT OF UNDERSTANDING

I have read this job description and fully understand the requirements outlined above. I accept the position of Wait Staff and agree to perform the identified essential functions in a safe manner and in accordance with the company's established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated by the company or myself at any time, for any reason or no reason. I further understand that nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Employee Name: _____ Date: _____

Employee Signature: _____