

**Buena Vida Estates**  
**Job Description**



**Job title:** Server

**Department:** Dietary / Dining

**Reports to:** Dietary Director

**Job Summary:**

The Server will take orders and serve food and beverages to residents in our dining room. Always aware of residents satisfaction to deliver the perfect service experience. Ensure high quality of food and beverages to residents. Duties and responsibilities include, but are not limited to: servicing our residents in a friendly, efficient manner while maintaining a clean and safe work environment. Residents must feel welcome, comfortable and well attended to at all time.

**Essential Duties and Responsibilities:**

- Arrange table settings and maintain a tidy dining area.
- Serve food and drink orders, including coffee.
- Present menu, answer questions and make suggestions regarding food and beverage
- Provide an excellent overall dining experience for our guests.
- Remove dirty dishes and glasses, and clean tables after residents finish meals.
- Active listening and effective communication skills.
- Report to work on time and in proper uniform with name tag.
- Clean and set up dining areas, refill condiments, roll silverware into napkins, and stock service areas.
- Make sure all equipment is in good working order, report broken equipment immediately to manager for repair.
- Be able to work all holidays and scheduled parties after normal hours of operation.
- Must complete all assigned Relias training on a timely manner.
- Perform other duties as assigned by the Dining Room Manager and/or Director.

**Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with everyone
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within supervision.
- Must be able to work in a team environment.
- High school diploma or GED preferred.

**Physical Requirements:**

- The physical ability to stand and or walk continuously.
- The physical ability to climb, balance, bend/stoop, and kneel continuously.
- Must be able to lift and carry up heavy trays up to 20 pounds.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

**Print Employee Name:**

**Employee signature:**

**Date:**

Revised 12/2018