

Department: Food & Beverage

Title: Server

POSITION SUMMARY

Provides all aspects of dining service for residents, guests and the public

DUTIES AND RESPONSIBILITIES

1. Responsible for all aspects of dining service, resident functions such as teas and room service, including table/tray presentation, preparation and/or serving of beverages, toast, soup, salads, desserts and accompaniments, serving of food and clearing of dining room.
2. Carries out general cleaning duties and routines, including setting and clearing tables and serving counters. May be required to scrape, stack, and rack dishes and return them to storage.
3. Responsible for the restocking of all cutlery and dishware to the sideboards and servery. Responsible for polishing all cutlery and folding of napkins.
4. Practices and maintains established standards for cleanliness and sanitation required by the Health Department in the residence.
5. Dusts and or washes down tables and chairs and vacuums dining room floor daily.
6. Ensures condiment containers are clean and full.
7. Establishes and maintains an atmosphere conducive to pleasant dining by creating an environment which maintains the enjoyment, self-respect, dignity and physical safety of each resident.
8. Promotes and maintains positive communication and relationships among staff, residents and the public.
9. Performs other related duties as assigned.

Working Conditions

1. Prolonged standing and walking;
2. Lifting and moving of equipment and supplies;
3. Repeated bending and stooping;
4. Exposure to resident elements through regular Resident contact;
5. Some stress resulting from dealing with Resident needs and time pressures;

Physical Requirements

1. Lifting alone, maximum 50 lbs. (5-25 lbs. Usual);
2. Lifting with assistance, maximum 100 lbs. (50-100 lbs. Usual) as a minor job function;
3. Pushing/pulling, using wheeled equipment such as carts, trolleys with contents that weigh a maximum of 100 lbs. (20-50 lbs. Usual) as a minor activity;
4. Stretching/reaching on a regular frequency throughout the shift as an essential job function;
5. Walking, with possibility of some upstairs walking, as a major job function;
6. Standing, for lengths of time, up to four hours maximum. (1-3 hours usual) as a major job function;
7. Bending/stooping on a regular frequency as a major job function;
8. Carries and transports objects of various sizes, to a maximum of 50 lbs. (5-15 lbs usual) as a minor job function;
9. Must be able to move and lift equipment and supplies of various sizes and weights;
10. Must have visual and hearing acuity to recognize the need of assistance required by residents;
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Health and Safety

1. Is aware of employee's responsibilities and follows all health and safety policies and procedures as set out in the employee safety program handbook and departmental manuals;
2. Works safely to reduce the risk of injury to self, co-workers , and Residents;
3. Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor;
4. Does not operate or use faulty equipment;
5. Responsible for providing comfortable black non slip shoes and black dress pants. Responsible for keeping the uniform shirt provided clean and in good repair. Wears personal protective equipment (or clothing) as required by task , M.S.D.S. or residence policy;
6. Promptly reports personal injury to supervisor and seeks first aid as needed;
7. Participates in fire safety demonstrations and fire drills, and knows the residence fire and disaster plans;

KNOWLEDGE SKILL AND EXPERIENCE

1. Minimum Grade 10.
2. Must be able to serve liquor (Smart Serve certified), have two years' experience in dining room service. Fine dining experience an asset.
3. A good command of the English language, both oral and written skills.
4. Ability to work independently and/or as a member of a team.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

REPORTING RELATIONSHIPS

Reports to the Food and Beverage Manager or designate.

The Elden of Bradford is a full-service retirement residence, providing all meals to residents, 7 days a week. We are looking for full-time, part-time and casual positions across various shifts and locations. Food & Beverage operating hours are 7 days a week, approximately 7:00 am - 8:00 pm.

Interested parties should submit resume and cover letter to jenniferdewinter@theelden.ca