

ESSENTIAL FUNCTIONS- LEAD SERVER MUST ENSURES THAT THE FOLLOWING DUTIES ARE COMPLETED:

- Organizes the juices, milk, bread, water, and cereal area.
- Prepares the coffee and condiments. Also prepares the carts for the used plates and cups.
- Checks the reservations for the morning and lunch meals and prepares the signs needed for the tables.
- Opens restaurant doors and monitors that the dining area is well-stocked and clean. Also inspects the floor area frequently, especially main walkways, for any spills and makes sure it is cleaned immediately.
- Ensures that all the residents are served and all their needs are met. Helps with beverage refills. Also helps those residents requiring assistance in carrying their plates/glasses.
- Helps clear the tables of used plates and utensils assuring that there are no used plates around that the residents no longer need.
- Clears and cleans all the tables in time for the following meal. Refills condiments and beverages.
- Arranges silverware for each assigned station.
- Helps those residents requiring assistance with their plates and also their walkers.
- When the meal period is done, makes sure that the tables are clean and buffet areas are clean for the following day.
- Polish silverware and glasses.
- Reset tables after breakfast and lunch.
- Insures that the refrigerator and cabinets are clean and organized. Also, makes sure the hallway is clear of any boxes.
- Collects all tablecloths for cleaning.
- Other duties as assigned.
- Set up and break down and prepare for banquets, event requests and luncheons.
- Polish dining room after breakfast and lunch.
- Check for any breakfast or lunch reservations.
- Check and report bar inventory weekly to supervisor.
- Enter events into daily log book.
- Complete assigned paperwork as needed.
- Responsible for training for all new servers with the proper sequence of service.
- Ensure all servers applies the proper of sequence of service are applied throughout the service period.
- Ensure that pagers are returned after dinner service

SKILLS, ABILITIES AND EXPERIENCE

- Upscale fine dining experience preferable
- Friendly outgoing disposition
- Floor Management experience a plus but not required

- Adhere to grooming and appearance standards consistently
- Strong serving and multi-tasking skills in fast paced environment

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- High school diploma or equivalent
- First Aid certification

OBRA & TITLE 22 REQUIREMENTS

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

EQUIPMENT/MACHINES/WORK AIDS

Dishwasher	Pots	Pans	Pager
Sinks	Food Carts	Cleaning Items	

ENVIRONMENTAL CONDITIONS

Temperature controlled, indoors. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing- Frequently – up to 4 hours
- Walking- Frequently- up to 4 hours
- Sitting- Rarely
- Lifting- Occasionally (over 50 lbs)
- Bending- Frequently- up to 3 hours
- Lying- Never
- Twisting- Frequently
- Reaching/Stretching- Frequently-up to 2 minutes

- Pushing, Pulling, Dragging- Occasionally- 1 hour 300 lbs 500 yards
- Climbing- Rarely- 1 minute
- Balancing- Occasionally- 1-2 hours
- Kneeling/Crouching/ Squatting- Occasionally – up to 30 minutes
- Use of feet (Other than walking) – Occasionally 30 minutes per day
- Use of hands- Requires simple grasping, firm grasping, or fine manipulation with dominant/non dominant hand or both hands.
- Hearing- Requires the ability to hear at close proximity (0-5 feet), requires the ability to hear at distance (up to 20 feet) and the ability to hear in both ears.
- Vision- Requires clarity of vision at 20 inches or less, clarity of vision at 20 feet or more and accommodation of eye to focus clearly at varying distances.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

Acacia Creek Senior Living Community at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City/Acacia Creek Senior Living Community.

Employee

Supervisor

Date Signed

Date Signed