

JOB TITLE: Trayline Server

Reports To: Jeegna Patel

Job Summary:

The Trayline Server shall be responsible for providing prompt and courteous meal service and assistance to the residents and their guests. Must be responsible for accurate and neat tray presentations. Assures that quality food service is provided at all times.

Essential Functions:

1. Receives and follows trayline instructions from supervisor as outlines in established policies and procedures.
2. Sets up trayline equipment and miscellaneous food items for distribution to residents in the skilled nursing and assisted living sections.
3. Performs various preparation tasks related to each meal to involve plugging in, breaking down, cleaning and resetting food carts, sorting silverware and placing appropriate items on food carts as required.
4. Prepare late trays attractively and delivers in appropriate area
5. Keep work areas clean and orderly, per written and verbal instructions and posted duties. Accomplishes weekly cleaning duties.
6. Handles telephone calls with courtesy and communicates well in the team and the supervisor.
7. Polishes silverware.
8. Organizes shelves and brings the needed supplies from basement.
9. Labels, dates, and covers all food items.
10. Maintains good working relationships with co-workers.
11. Has regular attendance.
12. Complies with all department rules, regulations, policies, and procedures.
13. Attends all mandatory meetings and in-services.
14. Interacts with residents and co-workers in a positive manner.
15. Maintains a neat and clean appearance and practices good personal hygiene.
16. Works as a member of a team.

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17. Contributes to a positive, healthy, and safe work environment.
 18. Accepts change in a positive manner.

Marginal Functions:

Performs special cleaning assignments as specified by the Dietary Supervisor.

Minimum Requirements:

Able to follow oral and written instruction. Experience not necessary, on-the-job training will be provided.

Computer Skill Requirements – Level 0

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.

Environmental Conditions:

Temperature controlled, indoors

Hazardous Environmental:

Possible exposure to Human body fluids (requiring use of Universal Precautions)

Equipment /Materials/Work Aids:

Dishwasher Pots Pans Sinks Food Carts Cleaning Items

Physical Requirements:

- A. Standing- Frequently – up to 4 hours
- B. Walking- Frequently- up to 4 hours
- C. Sitting- Rarely
- D. Lifting- Occasionally (over 50 lbs)

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- E. Bending- Frequently- up to 3 hours
 - F. Lying- Never
 - G. Twisting- Frequently
 - H. Reaching/Stretching- Frequently-up to 2 minutes
 - I. Pushing, Pulling, Dragging- Occasionally- 1 hour 300 lbs 500 yards
 - J. Climbing- Rarely- 1 minute
 - K. Balancing- Occasionally- 1-2 hours
 - L. Kneeling/Crouching/ Squatting- Occasionally – up to 30 minutes
 - M. Use of feet (Other than walking) – Occasionally 30 minutes per day
 - N. Use of hands- Requires simple grasping, firm grasping, or fine manipulation with dominant/non-dominant hand or both hands
 - O. 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
 - P. 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.

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.

Employee

Supervisor

Date Signed

Date Signed