



## Dining Server Job Description

Summary: Responsible for assisting the chef wherever needed, working in the kitchen, serving meals, cleaning and clearing tables, setting up tables for meal services, and cleaning the kitchen and dining room after meal services.

### Qualifications:

- High school graduate or equivalent
- Physical and emotional capacity, education and experience to respond to the needs of the resident
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing, kneeling, lifting up to 50 pounds
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Must be at least 15 years of age (If under age 18, must have State of WI work permit)

### Duties and Responsibilities:

- Able to work weekends and holidays as assigned
- Assist wherever needed
- Follow assigned work schedule
- Sweep and mop floor
- Clean and rack dishes
- Clean and clear tables and set tables for meal service
- Clean dishwasher and pot and pan area of kitchen
- Vacuum and clean dining room daily
- Take out garbage as necessary
- Put away supplies and assist in grocery storage, both dry and cold areas
- Maintain personal cleanliness
- Help maintain a pleasant and cheerful, home-like environment
- Attend mandatory facility training
- Complete required training according to state and federal regulations
- Perform other duties as assigned

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

St. Monica's Representative \_\_\_\_\_

Date \_\_\_\_\_