



The Apartment Community is now

The Esquiline

A Life Plan Community at the Shrine

The Dining Services Assistant/Server may be called upon to perform a variety of services associated with quality food service production as directed by the Dining Service Director or members of the Dining Services management team. Services performed will include, but are not limited to: food preparation and service; sanitation of equipment, furniture, and dining room areas; and dishwashing, as assigned.

Further description and outline of duties within each function as follows:

Core Responsibilities:

The Dining Services Assistant/Server is responsible for assigned duties in the kitchen and/or serving line areas.

- Assists cooks with preparation of meals according to established schedules and menus.
- Assists with food inventory and food storage.
- Prepares vegetables, salads, individual servings (i.e. plating desserts, fruit plates, etc.), delivers and arranges foods to food service line.
- Prepares tray service as directed for geriatric center, apartment, and/or assisted living residents.
- Serves residents at serving line – to include short-order cooking.
- Posts menus as directed.
- Cleans and sanitizes all food preparation and food service equipment, surfaces, utensils, pots and pans.
- Insures that all refuse is gathered and disposed properly.

The Dining Services Assistant/Server is responsible for assigned duties in the dining rooms as wait-staff.

- Ensures that dining tables are clean and properly set with utensils, napkins, cups, and/or other materials as directed.
- Serves beverages, ice cream, or foods as requested.
- Carries resident food trays to dining tables when requested.
- Cleans tables and removes soiled dining ware to dish room.
- Ensures all table reservations have been verified and set up as needed.
- Sanitizes work station, vacuums carpet, and performs additional cleaning assignments as directed.

The Dining Services Assistant/Server is responsible for assigned duties as dishwasher.

- Washes, dries, and stores all dishes and utensils.
- Cleans carts, dishwashing equipment, and racks.
- Assists in moving food supplies to storage areas as assigned.
- Maintains the dishwashing area in a clean and sanitary condition. Properly removes refuse as required.
- Reports equipment needs and/or repair problems in timely manner as necessary.

Other Duties and Job Requirements

Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

Equipment/machines used in the performance of this job

- All Kitchen production and sanitation equipment

Basic Qualifications

Education/Training:

- High school diploma or equivalent
- Illinois food service sanitation certification preferred

Experience:

- Previous institutional/retail food service experience preferred

Skill(s):

- Excellent customer service skills
- Good written and oral communications skills