

# Churchill Administrative Services, LLC

## JOB DESCRIPTION

**Position:** Wait Staff  
**Division:** Property  
**FSLA:** Hourly  
**Reports To:** Front of House Supervisor  
**Date:** February 15, 2016

### Summary

The primary purpose of this job position is to create an enjoyable dining experience for the residents, staff and visitors by serving food and beverages to patrons. Maintains the order and cleanliness of the dining area.

### Essential Job Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Ensures the dining experience is enjoyable through cheerful behavior and carefully following established procedures for merchandising, plate presentation and service.
3. Serves all orders to residents, staff and visitors in a prompt, courteous, and correct manner, ensuring that the order is completed and prepared per the customer's order.
4. Makes all beverages for self-service and constantly monitors area for cleanliness.
5. Keeps counters clean and organized, not allowing clutter behind the serving line.
6. Rotates and stocks the residents' refrigerator.
7. Stocks and resets the dining room floor throughout the shift and at the end of the day.
8. Properly maintains required records and receipts.
9. Handles cash and charge receipts following established procedures.
10. Wipes tables, chairs and benches after they have been used and resets tables, ensuring that no tables are left with dishes upon them once a resident has left.
11. Vacuums carpet.
12. Empties all trash containers.
13. Resets tables with linen and other necessary items after each resident leaves and also at the end of the shift.
14. Ensures that table flowers or centerpieces are always fresh and presentable.
15. Does scheduled cleaning of table condiments, coffee machine, sandwich refrigerator, fryer, and microwave.
16. Demonstrates knowledge of fire safety procedures and assists with evacuations of residents to a safe location in the event of fire or other emergency.
17. Promotes a clean, safe and neat environment for residents, staff and self.
18. Performs in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures.
19. Adheres to Churchill Residential dress code as far as a cleaned, groomed appearance and no visible tattoos or piercings other than as described in the Employee Handbook.
20. Other duties as assigned.

### Knowledge and Skill Requirements

1. The ability to communicate with residents in English is an important requirement.
2. Must be able to add and subtract and use a cash register and have good communications skills.
3. The ability to get along with others, to be flexible, patient, and able to work as a member of a team.

4. Good personal hygiene habits are required to comply with Department of Health practices and regulations. Must maintain uniforms in a clean and neat condition.
5. High School education or equivalent preferred.
6. Prior server training or experience is helpful, but not required.

**Physical Requirements:**

<b>Activity</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>None</b>
	67-100% of day	34-58% of day	1-33% of day	0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Weight Lifting & Exerting**

<b>Carry Push/Pull</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>None</b>
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Work Environment**

1. Senior or Family Living Community
2. Normal Food Service/Dining Room/Kitchen environment
3. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for bloodborne Pathogens should be executed where such incidents occur.

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of the all the activities, duties or responsibilities of the employee.

I have read and understand the job description for Wait Staff. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

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

\_\_\_\_\_  
Date