

CEDAR COMMUNITY

Dining Services Assistant

Department: Cedar Ridge Dining Services

Job Status: ALL

FLSA Status: Non-Exempt

Reports To: Supervisor / Restaurant Manager

Grade/Level: Ability to read, write, and do basic math

Amount of Travel Required: No travel required

Work Schedule:

Positions Supervised: None

Available to work a minimum of 40 hours in pay period including every other weekend and alternating holidays. May be required to work beyond the normal shift in an emergency.

POSITION SUMMARY

Facilitate food service. Serve food, take orders, carry dirty dishes clean tables; reset tables; silverware, glassware, and dishes; replenish wait stations. Wash dirty dishes.

ESSENTIAL FUNCTIONS

- ✦ Wipe tables and seats with proper cleaning solutions.
- ✦ Set tables with clean utensils, condiments, and other supplies.
- ✦ Scrape and place dirty dishes in dishwasher, stores clean dishes in a neat and organized manner, maintains cleanliness of equipment and storage carts.
- ✦ Perform serving, cleaning, and stocking duties in establishments such as dining or banquet room in order to facilitate customer service.
- ✦ Maintain adequate supplies of items such as clean silverware, glassware, dishes, and trays placemats and napkins.
- ✦ Accurately facilitate the residents and guests requests for food and beverages.
- ✦ Maintaining beverages.
- ✦ Stock cabinets and serving areas with condiments, and refill condiment containers as necessary.
- ✦ Locate items requested by residents/customers.
- ✦ Clean and sanitize equipments, counters, and shelves in food service areas.
- ✦ Serve food and beverages to make them visible and accessible.
- ✦ Maintains standards of quality as specified by the Dining Services Department and all basic food handling guidelines as specified by state and federal health agencies.
- ✦ Demonstrates a good rapport and cooperative working relationship with all members of Dining Services Department.
- ✦ Reports to his/her supervisor any suggestions for positive changes or recommendations within the scope of the department function and in view of existing policies and procedures.
- ✦ Attends Professional Education and departmental meetings as scheduled.
- ✦ Other duties as assigned by supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)

- ✦ Accurate - Ability to perform work accurately and thoroughly.
- ✦ Adaptability - Ability to adapt to change in the workplace.
- ✦ Autonomy - Ability to work independently with minimal supervision.
- ✦ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ✦ Communication, Written - Ability to communicate in writing clearly and concisely.
- ✦ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ✦ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ✦ Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- ✦ Friendly - Ability to exhibit a cheerful demeanor toward others.
- ✦ Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- ✦ Reliability - The trait of being dependable and trustworthy.
- ✦ Self Confident - The trait of being comfortable in making decisions for oneself.
- ✦ Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- ✦ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Ability to read, write, do basic math and understand directions.

Experience

No prior experience necessary

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	N (Not Applicable)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	F (Frequently)		
Bend	F (Frequently)		

Push / Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	C (Constantly)
41-100 lbs	C (Constantly)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Peripheral)

Sense of Sound (Able to hear activated emergency systems)

Sense of Smell

Sense of Taste

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Gloves)

WORK ENVIRONMENT

Exposed to heat, humidity, steam, cooking odors, refrigerator temperatures and wet floors.

Prepared by: _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.