

## **Server**

**Location:** Lesley Terrace in Belmont, CA

**Hours:** Part-time, various shifts

**Pay:** \$15.50 per hour

**Position summary:** Responsible for service of meals to residents in assigned section in a pleasant, appealing and sanitary manner. Responsible for setup and cleanup of assigned section of dining room and kitchen. Responsible for preparing room service orders when assigned. Responsible for helping kitchen staff when assigned.

### **Essential Duties and Responsibilities:**

- Review and accurately convey meal orders to chef from resident seating/order sheet.
- Complete setup of dining room sections with: creamers, butter, sugar and other condiments per the menu for the scheduled seatings.
- Setup bus station.
- Setup bread baskets.
- Review menu with Chef.
- Serve courses of meal to residents.
- Remove soiled dishes off tables after each course.
- Clean tables, chairs and floor in assigned section between seatings and after the last seating of the scheduled meal.
- Deliver soiled dishes and utensils to dish room.
- Responsible for complete cleanup of walls, floors and bus station of assigned section.
- Responsible for completion of side job duties as assigned.
- Deliver room-service orders expeditiously and efficiently when assigned.
- Assist Chef in serving line set-up.
- Assist Chef in serving of meal.
- Assist Chef with the closing of the serving line and clean-up of all food prep areas when necessary.
- Responsible for bussing dishes from dining room and kitchen area as necessary.
- Break down cardboard boxes and discard in proper recycling bin every day, prior to the end of assigned shift.
- Responsible for vacuuming dining room carpet after meal service.
- Complete cleaning assignments on daily and weekly schedules or as directed by the Food Services Director or Chef/Shift Supervisor.
- Responsible for adhering to Food Service Standards of Conduct and Lesley Senior Communities Employee Handbook.
- Participate in all required training sessions and staff meetings.
- Responsible for scheduled attendance or providing advance notice to Supervisor if unable to be present for scheduled shift.
- Perform other duties as assigned by the Administrator, supervisor or the Food Services Director.
- Report directly to the Food Services Director or Chef/Shift Supervisor.

**Education, Experience and Skills Required:**

- Must work effectively with bilingual staff.
- Ability to understand and follow directions.
- Ability to concentrate on assigned tasks.
- Ability to work efficiently.
- Ability to maintain health and safety standards.
- Experience in, or ability to learn, appropriate table service.
- Ability to establish and maintain effective working relationships with supervisors, other employees and residents.
- Ability to work as part of a team.
- Ability to lift up to 35 pounds.
- Ability to balance, stoop, reach, stand, walk, grasp, hear, see, and talk
- Subject to moderate ambient noise and working inside a building
- Ability to pass fingerprinting and criminal background check

**Application Process:**

To apply, send your resume to [KBAKER@LESLEYSC.ORG](mailto:KBAKER@LESLEYSC.ORG) or stop by Lesley Terrace to complete an employment application.

Lesley Terrace address is 2400 Carlmont Drive, Belmont, CA 94002