**LEGION MANOR VICTORIA**

**DINING ROOM SERVER JOB DESCRIPTION**

**The main responsibility of this position is to look after our residents by providing attentive, fast and efficient service. Team work is essential and communication skills between servers and kitchen is critical.**

**This position reports to the Senior Dining Room Server.**

**Meals are served at 12 noon (lunch) & 5 pm (dinner), or at times determined by building management.**

**Basic Tasks**

Washing and sanitizing tables and chairs prior to setting for meals;

Setting up dining room tables in preparation for meal services (lunch & dinner);

Service of lunch or dinner to residents includes pouring hot and cold beverages, delivering meals to each individual resident, clearing tables of dirty dishes, serving dessert;

Assisting residents in and out of the dining room safely;

Bussing tables to specific dirty dish storage areas after meal periods;

Laundering of dirty linens and table coverings after meal service;

Washing and sanitizing, etc.;

Resetting the dining room tables in preparation for the next meal service;

Side work includes filling salt & pepper, making juices, stocking supplies, and other duties as assigned by the Senior Dining Room Server;

Dry mopping and washing the floor between meal service times;

Completing weekly cleaning tasks as instructed by the Senior Dining Room Server;

Assisting in the kitchen when needed;

Complying with all policies and procedures of Legion Manor Victoria, including the Code of Conduct, Confidentiality, Dress Codes and other items listed in the Employee Handbook;

Completing additional duties as assigned by supervisory staff or management

**Qualifications**

Completion of Level 1 Food Safe;

Current WHMIS training /certificate;

Experience serving in a fast paced dining room environment;

Excellent organizational skills and ability to work with little or no supervision;

Experience working in a senior living environment preferred;

Current Criminal Record Check