



Blake Management Group

Food and Beverage Server

Job Description

Purpose:

The server is responsible for coordinating table service for residents and communicating with front and back of house personnel. The Server will also be responsible for insuring that all residents received gracious hospitality and prompt service as prescribed by The Blake's standards.

- High School Diploma
- Previous restaurant experience preferred
- Demonstrated commitment to guest service
- Excellent communication and interpersonal skills
- Ability to multi-task
- Exercise good judgment
- Must be able to work independently as well as part of a team
- Must maintain professional appearance and conduct at all times in alignment with The Blake's standards

Scope & Status: Non-Exempt/Hourly

The Food and Beverage Server reports directly to the Dining Room Coordinator and the Regional Director of Culinary Operations.

Relationships:

Interacts with:

- a. All staff, including cooks, personal assistants, nurses, administrative staff.
- b. Residents, family members, support groups and referral sources

Qualifications:

To perform this job successfully, an individual must be able to perform and complete each essential duty satisfactorily, have excellent communication and language skills which enable them to perform their duties and interact effectively with residents and community personnel. Employee must meet all specific state and federal regulations for assuming the position of Dietary Aid at an assisted living facility. An on-going training program is required. The following certifications, training and diplomas are required: high school diploma and/or GED. ServSafe Certification is preferred. All staff members model the values and core purpose of Blake Management.

Areas of Responsibility:

1. Primary Duties
 - a. Assists the Regional Dining Room Coordinator and Director of Culinary Operations with the preparation and serving of meals/must be willing to work in different capacities and perform different functions as required in the food service operation.
 - b. Practices excellent time management skills and completes tasks within company time frames.
 - c. Assists residents as needed during meal times by going above and beyond expectations.
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- d. Ensures that food is presented to residents in a manner that is professional and appealing.
- e. Consistently practices proper sanitization procedures and follows the cleaning schedule. Documents the completion of assigned daily cleaning tasks.
- f. Participates in mandatory staff meetings.
- g. Utilizes effective and safe inventory and storage methods for food, paper products, dishes, serving utensils, cooking equipment and chemicals.
- h. Ensures food is labeled properly in the cooler, freezer and pantry.
- i. Promotes high levels of resident satisfaction.
- j. Ensures that the dining room set-up is consistently ready for designated and scheduled serving times and has a positive impact on food service.
- k. Works with the leadership to maintain a work environment that promotes safety and proper hygiene.
- l. Cleans dishes, utensils and equipment according to The Blake procedures. Stores all supplies and equipment to maintain cleanliness. Uses all equipment as directed.
- m. Performs additional tasks and duties as requested by the Regional Director of Culinary Operations, Dining Room Coordinator and/or the Administrator to support the overall goals of the community and company.

2. General

- a. Reports to work on-time and works assigned shifts.
- b. Demonstrates positive communication skills with other staff members and residents.
- c. Reports to work in proper attire/uniform and wears name identification badge.

3. Regulation and Policy Compliance

- a. Adheres to Blake Management policies and procedures and kitchen cleaning schedules.
 - b. Adheres to Federal, State, County and City regulations and laws.
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