

WAITSTAFF - Position Description (Reports to Chef Manager)

Responsible for assisting chef manager, serving meals to residents, and maintaining the dining room.

Responsibilities include:

1. Waitstaff experience or experience working with the elderly.
2. Assisting chef manager with meal prep, i.e., plating salads, slicing bread, plating desserts, filling butter dishes, filling creamers, filling water glasses, etc.
3. Serving the mid-day meal which includes coffee, tea or milk, bread/rolls, main entrée, and dessert.
4. Clearing all dishes, glassware, and flatware, and assisting chef manager when necessary, with the washing process.
5. Washing tables and wiping chairs where necessary, at the end of the meal.
6. Resetting tables, check sugar bowls and salt and pepper shakers for fullness and cleanliness. Clean sugar bowls and shakers if necessary and refill when necessary.
7. Sweeping and damp mopping dining room floor
8. Informing Housing Authority staff immediately if a resident has not shown up for a meal.

COOK - Position Description (Reports to Chef Manager)

Responsible for weekend meal prep and substituting for chef manager during planned periods of absence (vacation, conferences, seminars, etc.). Requires Serve-Safe certification.

Responsibilities include:

1. Preparing or completing preparation of mid-day meal per instructions of the chef manager.
2. Supervision of waitstaff.
3. Performing all housekeeping and cleaning functions within the kitchen including sweeping and damp mopping of floor.
4. Washing of dishes, glassware, flatware, pots, pans, etc.
5. Informing the chef manager of any needs or problems.