

Job Description

Waitress/ Waiter

Accountable to: Chef/ Cook

Responsible for:

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work in alternative sites from time to time.

Tasks

- Deliver food orders on order slips to Service Users studios and then collect and give to the kitchen staff
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
- Escort Service Users to their preferred tables
- Serve meals to Service Users within the dining room and their own studios if required
- Check with Service Users to ensure that they are enjoying their meals and take action to correct any problems
- Remove dishes and glasses from tables or counters and studios, take them to kitchen for cleaning
- Clean tables or counters after Service Users have finished dining
- Fill salt, pepper, sugar, cream, condiment, and napkin containers
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash within the dining area
- Take refreshment orders and serve to the relevant people.
- To implement the GSF programme within the home

Health and Safety

- Report any health and safety concerns to the duty manager, protecting the welfare of all visitors, staff and residents of the Care Community at all times. Including taking equipment out of action and placing notices on effected equipment.
- To keep yourself and the other people in the community safe.
- Maintain building security as instructed.

Training

- To attend all training provided to you when requested.
- To attend all staff meetings when requested.