

## **HallKeen Assisted Living Communities**

<b><u>Job Title:</u></b>	<b>Dining Room Wait-staff</b>
<b><u>Location:</u></b>	<b>River Mills Assisted Living Chicopee, MA 01020</b>
<b><u>Hours:</u></b>	<b>Part Time 4-7pm weekdays/weekends</b>

We are looking for a friendly, energetic, and organized individual to serve meals to our senior residents in our dining room. The dining room wait-staff is responsible for serving all customers including residents, guests, and family members.

### **Principle Duties and Responsibilities**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Provide a high level of customer service and promote a restaurant style dining atmosphere.
- Create a strong sense of team work and cooperation among all staff.
- When applicable acquaint new residents with menus, seating, and dining options and hours.
- Set tables in accordance to standards.
- Serve residents and guest's beverages as requested.
- Review daily menu with residents and takes and delivers accurate meal orders to residents and guests.
- Remove used or soiled plates, utensils, glasses, linen from the dining room as needed.
- Responsible for cleaning and sanitizing carpet, tables, chairs, condiment containers, and equipment used in the dining room.
- Communicate resident likes and dislikes to food service director for menu planning purposes and resident satisfaction.
- May perform other duties as assigned.
- Must be available to work holidays and weekends.

### **Minimum Qualifications**

- Less than high school education.
- Minimum of 2 years dining room or restaurant wait staff experience.
- Working knowledge of basic kitchen operations and food safety standards.
- Strong organization and time management skills.
- Ability to resolve problems of dissatisfied customers and/or employees.

### **Required Behavior**

- Able to build positive and strong relationships with employees, coworkers and residents.
- Focused and dedicated to provide excellent customer service.
- Able to handle multiple jobs and priorities.
- Able to delegate and hold staff accountable efficiently and respectfully.

**Physical Demands**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Luis Almonte at 413-331-4420 or [lalmonte@hallkeen.com](mailto:lalmonte@hallkeen.com)**