

HALLKEEN ASSISTED LIVING COMMUNITIES

- Job Title:** Dining Room Wait-staff
- Location:** Susan Bailis Assisted Living - Boston, MA 02115
- Hours:** Full Time - Breakfast, Lunch, and Dinner Shift Pacific

Job Summary:

Susan Bailis Assisted Living is 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. Open shifts are as follows: Monday thru Thursday , 4:30pm-7:30pm, Friday, 11:30am-7:30pm, and Saturday, 7:15am-2:30pm. This position is shift pacific.

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.
- Work closely with the dining room manger to keep residents satisfied with food and dining programs.
- 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 Susan Bailis 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 interested please send your resume to Dione Anderson at dione.anderson@hallkeen.com or Mariann Zenitz Jones at mzenitzjones@hallkeen.com