

## DAWSON HEIGHTS HOUSING LTD.

### JOB DESCRIPTION

**POSITION :** Server – Dining Room

**RESPONSIBLE TO :** The Chef or designate

starting hourly rate - \$18.50 during orientation & training going to \$19.29.

**JOB SUMMARY:** As a server you will be working in a key area that impacts the quality of life for residents – their dining experience. This position makes an important contribution to the happiness, self-respect, general dignity and physical well-being of each person. Our dining room is a bright, modern space in which residents enjoy high quality food.

You will enjoy being a significant team player and will use your skills and creativity to enhance the dining experience of residents and the safe and efficient running of the dining room.

Under the direction of the *Lead Server* or designate, you will provide all aspects of service in the dining room; participate in food preparation and the maintenance of a safe and sanitary workplace.

### **DUTIES AND RESPONSIBILITIES :**

1. Responsible for all aspects of service in the dining room and lounges. Service includes lunch and dinner, special events and, on occasion, tray service in apartments. Preparation and service of food, beverages and accompaniments.
2. Assists with the preparation and presentation of food under the direction of the chef or designate.
3. Carries out general cleaning duties and routines in the dining room and kitchen, vacuuming carpet, clean up, setting of tables and including the cleaning of the preparation and service areas; scrapes and stacks/racks dishes and when required returns them to storage.
4. Cares for equipment, supplies and work areas through the following: cleans and keeps equipment clean and safely stored; reports defective and damaged equipment and furnishings; keeps work areas in an orderly, safe and clean condition.
5. Practices and maintains established standards for proper cleanliness and sanitation required by the Health Department and Dawson Heights.
6. Promotes and maintains positive communication among staff and residents.
7. From time to time and in unusual circumstances the employee may be asked to perform other related duties.

### **QUALIFICATIONS & EXPERIENCE:**

1. Minimum Grade 10 or equivalent education.
2. “Food Safe” Level 1 is a minimum requirement
3. Experience in dining room service.

4. WHIMS training an advantage

Continued...

5. Satisfactorily pass a Criminal Record Check (Anglican Diocese Canons requirement)

**SKILLS AND ABILITIES :**

1. Good communication skills, demonstrating tact, diplomacy, empathy, patience and concern in providing quality service.
2. A good command of the English language. Able to express ideas clearly and confidently in speech.
3. Ability to work independently and as a member of a team.

**GENERAL INFORMATION**

**Supervision** Is required

**Hours of Work** 10:15 a.m. to 6:15 p.m. (Split shift hours: 11:15 a.m. to 1:15 p.m.  
4:15p.m. to 6:15 p.m.)

**Sick time** As per Dawson Heights Housing Ltd. employment standards.

**Vacation** As per Dawson Heights Housing Ltd. employment standards.

**Probationary period** Three months or 200 hours

**Evaluation** At the end of the probationary period and annually thereafter.

Email Karen Hope with your resume and cover letter:

[khope@dawsonheights.ca](mailto:khope@dawsonheights.ca)

All staff must be double-vaccinated

25/08/10