



# SHUSWAP LODGE SENIORS COMMUNITY

## PART-TIME SERVER

### JOB SUMMARY:

Responsible for the delivery of meals, set up and clearing of the dining room, ensuring safe food handling, as well as, keeping dishes and dishwashing area sanitized and organized to maintain health and safety standards for all residents. Staff will also participate in recreation activities as requested and time permits.

### DUTIES & RESPONSIBILITIES:

1. Responsible for the set-up of dining room, adhering to all health and safety procedures.
2. Serving all meals to residents, following food safe guidelines, watching for food likes and dislikes, and menu preference.
3. Clearing of all dirty dishes after the residents are finished their meal, cleaning tables with disinfectants.
4. Responsible for the cleaning of all counters and equipment after each meal.
5. Assist under the direction of the Recreation Department, activities for the enjoyment of the residents.
6. Fulfill recreation activities when the Recreation Director is not available.
7. Encourage participation of residents to take part in all social and recreational activities.
8. Work together with other staff in a respectful, co-operative manner to build a strong team.
9. Report appropriate details to fellow staff members
10. Assist Care Aides when needed.
11. Please follow the dress code in the Shuswap Lodge employee handbook. Dress appropriately eg. Clean and neat clothing; no sleeveless tops; no torn pants; long hair must be tied back; no opened toed shoes such as sandals are to be worn in the dish pit.
12. Must be familiar with the location of all emergency exits, fire extinguishers, and first aid kits.
13. Must fully understand and comply with Shuswap Lodge safety rules and regulations.
14. Must promptly report all fire and safety hazards observed to your acting supervisor.
15. Carry out all routines and procedures to maintain a safe and pleasant environment for the residents and co-workers.
16. Complies with facilities policies and procedures.
17. Reports any concerns or observations accurately to co-workers.
18. Absolutely everything must be rinsed and disinfected well.
19. Must be familiar with the location of all supplies.
20. Disinfect trolleys before clean dishes are put on them.
21. Must complete dishwashing check list at the end of every shift.
22. Must fully understand and comply with Shuswap Lodge safety rules and regulations.
23. Must promptly report all fire and safety hazards observed to kitchen manager.
24. Carry out all routines and procedures to maintain a safe and pleasant environment.
25. Work together with others in a respectful cooperative manner.
26. Must be on time to begin shift as indicated.
27. Other duties as assigned.

### EDUCATION & EXPERIENCE:

- Completion of Food Safe Level 1
- Current First Aid Level 1
- WHMIS



## SHUSWAP LODGE SENIORS COMMUNITY PART-TIME SERVER

### SKILLS & ABILITIES:

1. Ability to work independently to complete responsibilities in a safe, timely and efficient manner.
2. Ability to communicate effectively, both verbally and in writing.
3. Ability to work harmoniously and co-operatively with team members, residents and their families and the public.
4. Physical ability to carry out the duties of the position.
5. Ability to take direction and adapt to recommendations regarding quality improvements.
6. Ability to maintain and respect the spirit, dignity and individuality of the residents.

**SCHEDULE:** Friday-Tuesday, 4:00pm-8:00pm

**\*\*All applicants must be fully vaccinated against COVID-19.**