



Wait Staff Position Description

Purpose:

The purpose of the Wait Staff position is to provide assistance in delivering dining services to our residents and some team members. This position is very similar to that of a server at a restaurant, and is responsible for ensuring our residents have all the things they need to thoroughly enjoy their meals.

Essential Duties (not all encompassing):

- Provide excellent customer service
- Serve timely, appetizing meals in accordance with established portion control and infection control guidelines
- Clean and put away dishes and wrap silverware
- Sanitize the kitchen and work space
- Log and record temperatures
- Maintain the stock room
- Deliver soiled linens to laundry
- Prepare meal trays
- All other duties as assigned

Skills Required:

- Function independently, have work flexibility, personal integrity and ability to work effectively and harmoniously with residents, family members and other team members.

Physical Demands:

- Ability to communicate in English in writing and verbally with different levels of staff, residents and visitors.
- Frequent sitting, standing, walking, etc.
- Push, pull, lift of up to 50 lbs
- Consistent and regular attendance. May be required to work weekends, holidays and other shifts.
- Must be able to wear a mask at all times while working.

Additional Details:

- Paid bi-weekly at \$13.45/hour + applicable shift differentials
- Weekend and holiday hours are required
- Full time team members are eligible for insurance immediately, and PTO is based on years of relevant experience

To apply, contact Vikki Hilliard, HR Generalist

humanresources@christiancarerc.org

260-565-3006 ext. 2160



Cook Position Description

Purpose:

The purpose of the Wait Staff position is to prepare food in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures, and as may be directed by the Head Cook and/or Director of Food Services, to assure that quality food service is provided at all times.

Essential Duties (not all encompassing):

- Prep and cook food in accordance with food safety, recipes and infection control guidelines
- Prepare and serve meals that are palatable and appetizing in appearance and taste
- Ensure proper temperatures are being met and maintained
- Inspect diet trays to assure they are correct
- Ensure cleanliness of kitchen
- Ensure equipment is being used properly and is running correctly

Skills Required:

- Be able to follow and execute a recipe.
- Function independently, have work flexibility, personal integrity and ability to work effectively and harmoniously with residents, family members and other team members.

Physical Demands:

- Ability to communicate in English in writing and verbally with different levels of staff, residents and visitors.
- Frequent sitting, standing, walking, etc.
- Push, pull, lift of up to 50 lbs
- Consistent and regular attendance. May be required to work weekends, holidays and other shifts.
- Must be able to wear a mask at all times while working.

Additional Details:

- Paid bi-weekly at \$15.45/hour
- \$2.00 shift differentials on second shift
- \$1.00 shift differentials on weekend shifts
- Weekend and holiday hours are required
- Full Time team members are eligible for insurance, vacation time, 403(b) matching
- Part/Full Time team members are eligible for college assistance, perfect attendance and professional development bonuses.

To apply, contact Vikki Hilliard, HR Generalist

humanresources@christiancarerc.org

260-565-3006 ext. 2160