Job Title: Dining Room Supervisor
Shift: Varied Time Schedule
Reports To: Director of Food Service/Administrative Supervisor

GENERAL MISSION OF EACH EMPLOYEE

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward Residents, Residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage Residents' maximum independence, promote Residents' freedom of choice and individuality and respect the privacy of all Residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the Residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the Resident needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the Residents, including, but not limited to transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all Resident and family areas unless interpreting for a Resident or family. All staff members will knock first before entering a Resident's apartment, unless in an emergency situation. All staff members will consistently apply Standard Precautions and follow all applicable safety standards in the Residence.

SUMMARY

Responsible for accurate meal service to residents based upon the resident’s prescribed diet and food allergies.

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Supervises meal service of entire Resident Dining Room.
- Assures residents are offered choices in their meal selections based upon their prescribed diet and personal preferences.
- Responsible for adherence to food protection principles by all Dining Room staff.
- Hires, disciplines and if necessary terminates all Dining Room staff under the supervision of the Food Service Director or designee.
- Calculates time reports and check time sheets for accuracy prior to submission to Business Office Manager.
- Takes resident attendance at meal times and report absentees to the Wellness Center/Concierge.
- Supervises and assists Dining Room staff with clean up, vases, salt and pepper shakers and changing the tablecloths if necessary.
- Recognizes, assigns and carries out special cleaning based on schedules (cups, coffee stations) as needed.
- Oversees ongoing training to Dining Room staff to maintain serving standards.
- Oversees completion of cleaning schedule and daily work checklist for all servers.
- Schedules employees for adequate shift coverage for all meals and call in as necessary to maintain adequate meal coverage.

- Maintains adequate inventory of Dining Room items and disposables, recommends needed supplies to be ordered.
- Provides professional contact with vendors in the absence of the Food Service Director,as necessary.
- Ensures kitchen and Dining Room areas are clean after each meal. All items returned to refrigerator and proper storage areas.
- Ensures tables are clean and set properly for each meal. Update and file menus as needed.
- Oversees cleaning and upkeep of Dining Room.
- Maintains lists of special meal requirements, update as necessary.
- Responsible for locking of elevators at the end of the evening shift.
- Responsible for any room tray service for residents as approved by Wellness Center Supervisor
- Maintains coffee machine in kitchen and coffee equipment in the Dining Areas including cleaning and preparation.
- Follows established infection control guidelines.
- Maintains and protects the confidentiality of resident information and the Residence.
- Performs any and all duties as assigned

SUPERVISORY RESPONSIBILITIES

- Directly supervises dining room staff.
- Carries out supervisory responsibilities in accordance with Residence's Policies and Procedures and applicable regulations regarding interviewing, hiring and training employees, giving work direction and appraising performance.
- Must conduct monthly departmental meetings with Food Service Director.
- Must conduct a monthly departmental in-service with Food Service Director.

QUALIFICATIONS AND REQUIREMENTS

The qualifications listed below are representative of the knowledge; skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience: Six months serving experience, but will train.

Skills/Aptitudes:

- High School Degree or equivalent
- Ability to handle multiple tasks.
- Ability to read write, understand and communicate effectively in English.
- Able to respond to common inquiries and complaints from residents, resident's families and staff members.
- Good interpersonal skills.
- Must be able to communicate with residents.
- Ability to physically assist residents in need.

WORK CONDITIONS

The noise level of the work environment is usually moderate. The employee may occasionally be exposed to infectious diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee may be exposed to blood borne pathogens.

I understand the duties set forth in the above job description and will perform them to the best of my ability.

Employee's Signature: _____ Date:

Supervisor's Signature: _____ Date: