



Job Title: Dining Room Wait Staff

Location: The Highlands on the East Side Providence, RI 02906

Hours: Part Time

Job Summary:

The dining room wait staff are responsible for serving all customers including residents, guests and family members.

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 food service director 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 The Highlands on the East Side standards.
- Serve residents and guests' beverages as requested.
- Review daily menu with residents and take and deliver accurate meal orders to residents and guests.
- Remove used or soiled plates, utensils, glasses and 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.
- Other duties as assigned.

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 for long periods of time.

If you are interested in applying or know someone to refer for the position please e-mail resume to Pamela Tetreault at ptetreault@HallKeen.com