



Job Title: Dining Room Wait Staff

Location: Susan Bailis Assisted Living Boston, MA 02115

Hours: Part Time Weekends and Nights 4pm to 7pm or 11am to 7pm

Job Summary:

The dining room wait staff positions are responsible for serving and assisting in preparation of meals for 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 Hallkeen Assisted Living Community standards.
- Serve residents and guest's beverages as requested.
- Review daily menu with residents and takes and delivers accurate meal orders to residents and guests.
- Remove used or soiled plates, utensils, glasses, 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
- May perform other duties as assigned

Minimum Qualifications:

- High School Diploma or general education degree (GED) preferred.
- Dining room or restaurant wait staff experience preferred.
- 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.

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 Richard Paton at rpaton@HallKeen.com