





## JOB DESCRIPTION

- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.
- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

### QUALIFICATIONS

- High school diploma, GED or completion of written TABE test required.
- Ability to read, write and comprehend the English language.
- Ability to carry trays and take orders from residents and guests.
- Excellent customer service skills.

### PHYSICAL REQUIREMENTS

- Ability to lift up to 50 lbs.
- Ability to stand and walk for duration of shift.
- Manual dexterity sufficient to carry trays and take orders from residents and guests.
- Must be able to operate vacuum cleaner, dish machine, blenders and use small knives.
- Speech and hearing sufficient for constant in-person and telephone communication.

### EMPLOYER'S DISCLAIMER

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.

### EMPLOYEE ACKNOWLEDGMENT

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Please Print)

**Employee Signature:** \_\_\_\_\_

Reviewed/Revised	
Date reviewed/revised: 8/3/2018	By: J. Mahler (& input R. Szymanoski)
Date reviewed/revised: 10/15/2018	By: J. Ingerson, J. Mahler, R. Mills



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Dining Room Server Job Description 05-2014 housing.docx