



<https://nottinghamvillage.org/job/g-s-r/>

Guest Services Representative (Food Service)

Description

LOOKING FOR MOTIVATED FOOD SERVICE WORKERS FOR FULL-TIME AND PART-TIME HOURS.

Join a team that is committed to high quality restaurant-style dining for the elder community.

Join a positive atmosphere with room for growth and development

Prior restaurant experience is preferred, but not required

Excellent Starting Wages, with room for increase

EOE

Responsibilities

- Prepare food, etc., in accordance with sanitary regulations, as well as our established policies and procedures.
- Develop and maintain a good working rapport with departmental personnel, as well as other departments within the facility, to assure that food service can be properly maintained to meet the needs of the residents. Create and maintain an atmosphere of warmth, personal interest and positive emphasis as well as a calm environment throughout the department.
- Assure that safety regulations are followed at all times by all personnel.
- Serve meals at scheduled times that are palatable and appetizing in appearance.
- Obtain food and supplies for next meal, so they are readily available.
- Assist in serving meals and in preparation of foods as directed on a timely basis.
- Prepares trays and serve foods according to menus. Checks special diet trays with diet orders before distribution.
- Deliver food carts/trays to units to be served.
- Serves food in dining rooms as instructed.
- Remove food trays from carts, dining rooms, etc., to strip trays for dishwashing.
- Perform dishwashing/cleaning procedures, including pot and pans. Assure that all is ready for next meal.
- Performs cleaning duties in kitchen, serving areas, and dining rooms as scheduled and directed. Cleans refrigeration equipment and storerooms as scheduled.
- Checks incoming supplies and restocks storerooms as necessary and break room.
- Assist with food prep for daily menu's and special events.
- Prepare and delivers snacks and nourishments as ordered by nursing units.
- Serve food in accordance with established portion control procedures.

Hiring organization

Nottingham Village

Employment Type

Full-time, Part-time

Industry

Long Term Care/Geriatrics

Job Location

58 Neitz Rd, 17857,
Northumberland, Pennsylvania

Base Salary

\$ 13.00 - \$ 15.50

Date posted

February 16, 2024

- Maintain confidentiality of all pertinent resident care information to assure the protection of resident's rights.
- Work with the facility's dietician as necessary and implement recommended changes.
- Assure that established Infection Control policies and procedures are followed by all department personnel as required.
- Assist in daily or scheduled cleaning duties, in accordance with established policies and procedures, (i.e., work tables, food carts, refrigerators/freezers, etc.).
- Attend and participate in workshops, Servsafe classes, seminars, in-services, etc., and in departmental studies, as directed.
- Assure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained to perform such duties/service.
- Make only authorized substitutions.
- Assure that all dietary procedures are followed in accordance with established policies.
- Report hazardous conditions/equipment to your supervisor and the maintenance department immediately.
- Report all accidents/incidents as established by facility policies.
- Serve food in accordance with established portion control procedures.
- Assist in food preparation for special meals, parties, etc.
- Sweep and mop floors as directed.
- Carry soiled utensils to wash areas and return clean utensils to clean, proper, and storage area.
- Wash and clean utensils as directed.
- Carry out garbage and keep work areas clean, dry, and free of hazardous equipment, supplies, etc.

Qualifications

- High School diploma preferred, but must possess a minimum of a 9th grade education.
- Must be at least 15 years of age.
- Must be able to read, write, and speak the English language in an understandable manner.
- Must be able to follow oral and written instructions in English.
- Must be willing to work with geriatric residents.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess a high degree of personal cleanliness and hygiene.
- Must be able to work well and communicate well with others as a member of the dietary team.
- Must possess the ability to deal tactfully with personnel, residents, visitors, and general public.
- Must maintain the care of use of supplies, equipment, and appearance of work areas, safety and proper performance of assigned duties.
- Must be willing to handle residents based on whatever maturity level they are currently functioning with patience, tact, cheerful disposition and enthusiasm.
- Must be able to interpret the Resident's Rights to resident, family, or other individuals as necessary.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.

Previous Dietary experience helpful, but on the job training provided.

Job Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Paid time off
- Referral program
- Vision insurance
- Medical Insurance (Full time)