



PACIFIC CARLTON

SENIORS COMMUNITY

DINING ROOM SUPERVISOR – JOB DESCRIPTION

JOB SUMMARY:

Under the direction of the Food Service Manager, the Dining Supervisor is responsible for serving food in accordance with proper food service procedures and leading a dining service team during lunch and dinner services. The Dining Supervisor consistently provides high levels of customer service to all residents and guests by providing prompt service, takes accurate orders, and maintains a strong working knowledge of all menus and a la carte specials. With an emphasis on presentation, the Dining Supervisor must coordinate any changes or adjustments required with the kitchen team between meal services and assist with the ongoing arrangement of seating for residents. The Dining Supervisor is also responsible for serving residents in accordance with any special dietary or personal preferences.

KEY DUTIES AND RESPONSIBILITIES:

1. Provides excellent and safe food service to residents.
2. Ensures dietary requirements and preferences of residents are met.
3. Leads a dining service team.
4. Provides tray service as directed.
5. Ensures meals are served in a timely manner to ensure proper temperatures.
6. Serves meals in the Dining Room (or to the resident's room) to residents and guests.
7. Sets tables, and clears the room(s) of dishes, utensils, etc.
8. Cleans, mops and vacuums dining room after service, as required.
9. Completes Meal Attendance document at every seating, with great attention to detail.
10. Serves snacks and maintains beverage station areas.
11. When required, washes dishes, pots, and cleans kitchen equipment and area, as assigned according to established cleaning procedures. Sanitizes dishwasher area after each meal.
12. Aids the Prep Cook in the preparation of food and assembly for breakfast service, dessert, meals, as assigned.
13. Performs other dietary related tasks as assigned.
14. Performs the set-up, serving and tear down services at catering and special events.
15. Performs daily, weekly, and monthly cleaning duties according to established procedures.
16. Acts in compliance with all public health regulations.
17. Assists other team members as needed or when business needs dictate.

****All applicants must be vaccinated with at least two doses of the COVID-19 vaccine. Proof is required upon hire.**

PLEASE SEND RESUMES TO: molly@vrs.org

