**Dining Room Aide Job Description NEW FALLS HOME LLC**

**Position Goals:**

Ensure a clean, healthy environment for foodservice activities. Ensure timely preparation/delivery of food for residents and staff. Monitor equipment for proper operation, protect equipment and report any inadequacies. Notify superiors on any damages, deficits and disturbances. Deal with reasonable complaints/requests with professionalism and patience. Check stocking levels of food and other consumables and replace when appropriate. Adhere strictly to rules regarding health and safety and confidentiality and be aware of any company related practices.

**Routine Duties of the Job:**

Help clear, wipe down and sanitize tables and chairs in dining rooms. Set tables with appropriate table ware per seating arrangements. Set up cart with desserts and condiments per menu. Sweep and mop dining rooms after meals per standard procedures. Dispose of trash in the dumpster. Deliver soiled linens to the laundry area. Write next day’s menu on the menu board. Clean/sanitize all areas, including carts and serving counter, at the end of the shift. Make sure all logs are filled out as needed every day.

**Expectations:**

Good attendance and punctuality. Maintain good personal hygiene. Able to work weekends and holidays. Cross-training for other positions in the department and the building. Participate in in-service trainings. Wear PPE when necessary. Observe safety policies and procedures at all times. Interact with residents in a patient and kind manner at all times. Work independently with minimum supervision. Wear assigned uniform (company provided top with your tan slacks.) Act as a team player, helping other staff when possible.

**Cognitive Requirements:**

Able to…read and understand written materials and directives, whether typed, printed or cursive…write, understand and speak the English language fluently…maintain confidentiality of information relative to residents and co-workers…maintain awareness of surroundings at all times for safety reasons…manage time/duties for the shift.

**Physical Requirements:**

Able to…safely perform duties with functional eyesight and hearing… stand and walk about for the entire shift…kneel, bend-over and squat for various reasons…lift 50 pounds…repeatedly sit, stand and move about an area during the entire shift…wear PPE for hours at a time…go up and down stairs multiple times a day as needed…move quickly in the delivery of services to the residents.

**Conditions**

Warm environment.

Walking indoors/outdoors throughout the shift for various reasons.

**All job offers are conditional; the candidate must pass a NYS DOH background check, a physical exam that states that the candidate meets the physical and cognitive requirements of the job and that the candidate meets the health standards for communicable diseases.**