



CORDIA SENIOR LIVING POSITION DESCRIPTION

JOB TITLE:

Server/Bartender

REPORTS TO:

Director of Dining Services

SUMMARY OF DUTIES:

Responsible for serving residents and their guests in a friendly and orderly manner, preparing and serving drinks, and for keeping dining area clean, tidy and pleasant.

IMPORTANT CUSTOMERS:

Residents, families, guests, food service personnel, resident program staff.

ESSENTIAL FUNCTIONS:

- Support the operations and programs of the residence so as to maximize residents' physical and cognitive independence and wellbeing.
- To serve residents and their guests in a courteous manner in accordance with prescribed Cordia Senior Living standards operating procedures.
- Take drink orders, prepare, and serve drinks to customers.
- Set up wait stations prior to meal service when assigned.
- Break down dining room and wait stations after meal service when assigned.
- Know all the various side work for each station assigned within the dining room.
- Clean silverware, fill the salt and pepper shakers and sugar containers at the end of each meal.
- General cleaning and stocking at the end of each shift.
- Maintain a working knowledge of all drink menus and specials.
- Follow all safety and sanitation guidelines set by the establishment
- Attend all in-service training as required.
- Additional duties as required to fulfill the purpose of the position, including serving at parties and other events.

MINIMUM REQUIREMENTS:

Education:	Must be able to read, write, and count.
Experience:	Knowledge of mixing, garnishing, and serving drinks preferred.
Physical:	Good health and physical condition. Must be able to lift heavy trays. Good manual dexterity.
Skills:	Good interaction with residents and food service staff. Must be able to use a tablet/iPad.
Required Training:	Complete a six-hour assisted living orientation before beginning work with residents. Ongoing in-service education and training as required.
Must be over 21 years old and possess valid alcohol service certification or be able to obtain.	
Job Type:	Part-time/Full-time and with weekends as expected
Benefits:	· 401(k) · Dental insurance · Flexible schedule · Health insurance · Paid time off · Vision insurance
Experience:	Server/Waitstaff/Bartending: 1 year (Preferred)
Ability to Commute:	Westmont, IL 60559 (Required)
Work Location:	In person
Starting Pay:	\$18-20