



# SELDOVIA VILLAGE TRIBE

Tradition Integrated with Technology

## Senior Meals Cook/Server

Job Description

<b>Job Title:</b>	Senior Meals Server	<b>Work Schedule:</b>	Tuesdays - Thursdays 20 hrs/week Varies by event Requires Evenings
<b>Department:</b>	Senior Citizens Program, Prevention Program		
<b>Reports To:</b>	Senior Meals Cook		
<b>Supervises:</b>	None		
<b>FLSA Status:</b>	Non-Exempt		
<b>Classification:</b>	Part-Time	<b>Location:</b>	Seldovia

### Position Overview

Assist Senior Meals Cook and/or Assistant Cook with serving meals and clean up on Tuesdays, Wednesdays, and Thursdays; and as needed, at the Seldovia Conference Center.

### Duties and Responsibilities

- Assist with serving senior meals in a timely manner.
- Set up tables, chairs and dinner settings. Set up beverage table and make coffee.
- Anticipate and assist Elders with dietary and mobility needs.
- Launder tablecloths after each meal. Soiled linen will be bagged before transported to the laundry room.
- Help with dishes and clean up as requested.
- Assist with other small tasks as assigned.
- Maintain a professional atmosphere for Elders and guests.
- Create, plan and prepare monthly menus and meals as needed
- Research and devise food recipes as requested
- Estimate expected food consumption and order/prepare accordingly as needed
- Maintain inventory of supplies as needed
- Generate monthly reports with help of SVT Assistant Director as needed
- Cleans and maintains food preparation areas as determined by law and SVT Policy
- Support SVT Senior Meal and Conference Center Programs
- Print monthly menus and mail to elders as needed
- Supervise Senior Meals Server staff
- Set up tables and dinner settings
- Set up beverage table and make coffee
- Launder tablecloths and soiled linens after each meal.
- Maintain professional atmosphere for Elders and guests
- Conduct Bingo gaming
- Other duties as assigned





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## Specifications

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal

## Job Requirements

Education:	High School Diploma or GED, Required.
Experience:	No prior experience necessary
Certifications/Licensure:	Current Food Handler Certificate, CPR/First Aid. Both provided by SVT
Other Requirements:	Basic Computer keyboard knowledge. Annual TB testing; must be able to pass background check and drug screen. Must be cheerful and have an ability and desire to work with senior citizens in a team environment.

## Physical Demands

*N – Not Applicable: Activity is not applicable to this position*

*O – Occasionally: Position requires activity up to 33% of the time (0-2.5+ Hrs/Day)*

*F – Frequently: Position requires activity from 33% - 66% of the time (2.5 – 5.5+ Hrs/Day)*

*C – Constantly: Position requires activity more than 66% of the time (5.5+ Hrs/Day)*

Activity	Demand	Lift / Carry	Demand
Stand	F	10 lbs or Less	C
Walk	C	11 - 20 lbs	F
Sit	O	21 – 50 lbs	O
Climb	O	51 – 100 lbs	N
Crawl	O	Over 100 lbs	N
Squat or Kneel	F		
Bend	F		
		<b>Push / Pull</b>	<b>Demand</b>
Speak/Hear	F	12 lbs or Less	F
Grasp	O	13 – 25 lbs	F
Manually Manipulate	C	26 – 40 lbs	O
Reach Outward/Above	F	41 – 100 lbs	N

Ability to wear Personal Protective Equipment (PPE) – Protective rubber or latex work gloves.





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### Work Environment

Seldovia Village Tribe is a drug free, smoke free workplace. Environment is senior oriented. Employees are expected to conduct themselves professionally and uphold SVT work ethic when representing the Tribe both on and off the work premises.

### Review

Seldovia Village Tribe has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors, directors, and/or CEO may assign additional functions and requirements, when appropriate. This document does not represent a contract of employment, and Seldovia Village Tribe reserves the right to change this job description.

The signatures below acknowledge that this job description was reviewed on the dates noted.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
CEO Signature:		Date:	

