



**Position:**

**Dining Room Attendant**

**Type:**

Full-time or Part-time

**Job Description:**

Prairie Ridge of Galena proudly serves chef-prepared meals to our residents in our dining room or offers tray service to apartments when requested. This employee is expected to provide the following:

- exceptional customer service by taking orders
- knowledgeable about the food menu and can answer questions
- communicates orders with the kitchen staff
- seats or assists residents in the dining room or setup in their apartment
- helps with dishes and cleaning
- practices proper sanitation and handwashing
- Uphold confidentiality of residents and coworkers, HIPAA
- Attend monthly service meetings and mandatory meetings
- Adheres to community's policies and procedures
- Performs all other tasks assigned.

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance
- Tuition reimbursement

**Schedule:**

- 1<sup>st</sup> or 2<sup>nd</sup> shift available
- Holidays
- Monday to Friday
- Weekends

**Pay Frequency:**

- Biweekly

**This Company Describes Its Culture as:**

- Detail-oriented -- quality and precision-focused
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative