VICTORIA MANOR

Job Title: Dietary/Hospitality

Job Description:

As a Hospitality Team Member on Shift 1A, you will be an integral part of a collaborative and dynamic team responsible for delivering exceptional service in our hospitality environment. Working closely with your partner (HT1B), you will achieve daily milestones to ensure the smooth operation of our facility. While the majority of tasks are collaborative, there are specific responsibilities tailored to each Team Partner based on their shift times.

Key Responsibilities:

Preparation and Service:
- Prep and serve coffee & tea, stock cart.
- Prepare breakfast & lunch.
- Cut or puree food for Resident special diets.
- Serve breakfast after 7:30 AM.

Cleaning and Maintenance:
- Clear & wipe tables/chairs, wipe salt & pepper shakers.
- Fill salt & pepper shakers/sugar packets as needed.
- Wash pots & dishes.
- Clean & organize cold and dry storage areas.
- Clean and sanitize all equipment, walls, prep areas, etc.
- Label and date leftovers with a 3-day hold time.
- Test J Cloth sanitizer to ensure the level reads 200 ppm.
- Spot sweep & mop kitchen and dining rooms after lunch.
- Check dishwasher pails to see if they need to be changed.

Organization and Stocking:
- Put orders away when received.
- Pre-pour water for HWL.
- Complete prep for the next day.
- Update seating & beverage charts as needed.
- Empty and replace J Cloth Sanitizer for AM and PM pails.
- Stock condiment baskets, wipe down carts, etc.
- Keep Memo Board up to date, file older memos in a binder.

Miscellaneous Tasks:
- Respond to Lower Level cleaning issues as needed.
- Check levels of Dishwashing Chemicals.
- Take out garbage, take to the Bin.

Qualifications:

- Previous experience in a hospitality or food service role is preferred.
- Ability to work collaboratively in a team environment.
- Strong organizational and multitasking skills.
- Attention to detail and commitment to maintaining a clean and orderly workspace.

Note: This job description may be subject to change based on operational needs.