



400 North Walnut Street
West Chester, PA 19380
484-760-6300

POSITION: Dietary Server
REPORTS TO: Director of Dining Services
SUPERVISES: None

GENERAL SUMMARY: The dietary server actively maintains the cleanliness of the assigned dining rooms: prepares tables for meals, sets plates, glasses, and silverware, takes food orders and serves and clears all courses. Cleans tables, floors, and surrounding areas. Greets residents and assists when needed, advises resident services of any resident not in attendance. Is friendly and courteous to the residents.

WORKING ENVIRONMENT: The Hickman, founded in 1891, is a non-profit, personal care community serving people of all races and faiths and is located on a historic campus in the Borough of West Chester known as Quaker Hill, which also houses the West Chester Friends School and the West Chester Monthly Meeting. Guided by Quaker principles and tradition, The Hickman provides individualized care and assistance to older adults who seek a safe and affordable living environment. Our commitment to diversity, equity, and inclusion flows from our common Quaker identity and values. Friends believe that each human life is sacred – that there is “an equal measure of the divine in every person.” This conviction has led to more than three centuries of Quaker action to promote equality, respect for difference, and the dignity of all people. The Hickman is committed to making its community a part of this heritage.

DUTIES AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES: Performs various duties relating to resident meal service, and private events, including maintenance and sanitation of the dining room, kitchen, and event areas:

- Prepares tables for meals, i.e., sets plates, glasses, silverware, etc. inappropriate manner.
- Advises resident care staff of any resident who has not arrived for any meal
- Greets residents as they enter the dining room and assists when needed
- Serves and clears all courses to residents in a friendly and courteous manner.

- Other duties as assigned

REQUIRED QUALIFICATIONS: High School Diploma or Equivalent

Moderate Interpersonal relations and communicative skills

Comfort and ability working with the senior population and cognitively impaired adults

NONDISCRIMINATION POLICY: The Hickman appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law.

BACKGROUND CHECKS: The Hickman will conduct a background check for all applicants before hiring.

This job description is not intended to be all-inclusive of the duties of this position.

Employee Name (print clearly): _____

Employee Signature: _____ Date: _____