

**Westminster Village**  
**February 18, 2020**

Position: Server

Department: Dietary

Reports to: Director of Dining Services

Union Position

Status: Part time position 4p-close including every other weekend

**Duties:**

- May prepare simple food items such as salads, coffee and desserts. Must portion and setup individual servings of fruit juices, fruits and desserts.
- Clean counters, food preparation and setup areas, serving carts, etc.
- Sets up tables neatly and properly.
- Waits on tables, taking orders and serving food properly with courtesy.
- Observes all sanitary and safety precautions in the performance of duties.
- Check outgoing plates for menu conformity and neatness.
- May serve for special parties and events and will pass 10am Snacks in Health Center.
- Keep necessary meal records on guests filling out guest meal slips correctly.
- Bussing and cleaning dining room tables after meal.

**Education/License:**

- High School Diploma, GED or equivalent

**Skills, Knowledge and Abilities:**

- Good verbal and communication skills.
- Ability to lift up to 50 lbs.
- Must be able to walk to all parts of the campus to deliver trays.
- Must be capable of wide range of hand, wrist and finger motions including pinching, grasping, and fingering required for such tasks as carrying supplies, equipment, trays, coffee pots and table ware.

**Selection Process:**

All interested applicants are encouraged to fill out the online application.