

Ursuline Sisters of Cleveland

Job Description

Job Title:	Dining Room Attendant – Part Time
Supervisor:	Chef Manager
Exemption Status:	Non-exempt
Job Number:	01-108.1
Revised:	May 27, 2026

JOB SUMMARY

The Dining Room Attendant is responsible for assisting in meal preparation and serving, maintaining sanitary conditions of the dietary department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists Cook with limited meal preparation as necessary to ensure all meals are served in a timely fashion
- Set up salad bar on tray line and assist with meal service
- Keep salad bar maintained and all food prepped
- Keep service areas stocked and cleaned
- Maintain beverage service
- Complete cleaning duties per daily, weekly and monthly cleaning assignments, following proper procedures to ensure sanitation and safety standards are met
- Report all unsafe/hazardous conditions, defective equipment, etc., to Manager, Lead Cook or charge nurse immediately
- Attends and participates in in-service education programs
- Follow department procedures for food preparation and storage
- Leaves all work areas clean and in order

JOB REQUIREMENTS

- High School Diploma or equivalent
- Experience working in a food service environment
- Demonstrate a professional demeanor with the ability to interact with others with discretion and tact
- Excellent customer service orientation
- Maintains high standards for personal cleanliness and appearance
- Ability to remain calm under stressful situations and tactfully deal with all personnel, residents, visitors, and government agencies
- Follow established Infection Control and Universal Precautions policies and procedures
- Maintains confidentiality of all resident care information
- Ability to read recipes, as well as speak and understand direction from the Manager in the English language

Or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Ability to frequently move about the kitchen and general facility
- Ability to stay in a stationary position for extended periods of time
- Ability to transport carts and boxes of food and kitchen equipment up to 35 pounds
- Must be willing to work beyond normal hours and on weekends if needed
- Exposure to warm atmosphere and possible burns from kitchen equipment
- Must be able to pass criminal background check and drug screen

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DISCLAIMER

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.