

Class Specification  
for the Class:DINING ROOM ATTENDANT  
WS-02; BU:01Duties Summary:

Supervises and participates in the serving of foods to patients and staff members; keeps dining area and equipment clean and in good condition; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for operating a large dining area and with the help of kitchen helpers, serves food to ambulatory patients, inpatients, and staff members, and keeps eating facilities clean and in good condition. Also assists with the oversight of facility catering to include organizing the catering schedule, food delivery, and room set up.

Examples of Duties:

Assists in preparing work schedules for kitchen help and sees that assignments such as setting up food trays for units and transporting food to serving areas are carried out; checks food trays and room service trays against tray cards or orders before sending them to the units; instructs others in and personally serves food to ambulatory or acute patients and staff; prepares beverages and other refreshments and snacks; requisitions supplies for the dining area as needed; takes inventory of silverware, china, and other equipment; may relieve other kitchen helpers. May coordinate catering events; ensures catering orders are carried out as scheduled; reviews the food presentation for catering to promote quality and hospitality.

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent one year of experience in a large kitchen.

Knowledge of: Methods, materials, and equipment used for serving a large number of people; kitchen sanitation; personal hygiene.

Ability to: Follow oral and written instructions; understand room service orders on a

computer application; instruct others in performing work assignments; work cooperatively with others.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the class specifications for the class, DINING ROOM ATTENDANT, to include additional distinguishing characteristics of assisting with the oversight of facility catering and additional examples of duties which may coordinate catering events, effective June 21, 2018.

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This is an amendment to the class specifications for the class, DINING ROOM ATTENDANT, to include the physical and mental/emotional requirements, effective April 16, 2005.

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This class is adopted from the County of Kauai relative to the transfer of hospital personnel to the State effective January 1, 1970, pursuant to Act 265, SLH 1965.  
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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: Jun 21, 2018

*Juanita Lauti*

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