

Dishwasher

JOB DESCRIPTION

Job Title: Dishwasher

Reports To: Food Service Director

Executive Director (Dotted line responsibility)

Principal Responsibilities:

1. Comply with all health and safety codes and State Licensing Regulations.
2. Adheres to good hygiene and proper food handling.
3. Wash dishes, flatware and pots and pans as needed.
4. Ensure dish machine is running properly by ensuring temperature and sanitizer are within range, and soap and drying agents are adequate.
5. Perform daily cleaning duties as directed by the Food Service Director or Lead Cook.
6. Follow safety and sanitation guidelines, including placing “Wet Floor” signs when mopping.
7. Assist cooks as needed.
8. Report any equipment problems, health, safety and sanitation concerns to Food Service Director or Lead Cook.
9. Maintain proper and safe storage of food supplies. Accurately reporting of temperature on log sheets.
10. Build a culture that promotes quality record keeping and continuously monitors for efficiency.
11. Report resident special needs, requests or complaints to the Food Service Director.
12. Work as part of the Food Service Department team.
13. Embody a team environment that promotes communication, innovation, customer service and Respect.
14. Other duties as assigned

CUSTOMER SERVICE

1. Presents professional image to resident, families and associates through dress, behavior and speech.
2. Adheres to Company standards for resolving customer concerns.
3. Ensures that all resident rights are protected.
4. Always wears Community ID badge, and encourages Community staff to wear badges and uniforms.

Qualifications:

1. Minimum six (6) months cooking experience.
2. Ability to lift 50 pounds
3. Current First-Aide certification
4. Negative TB testing
5. Comply with community alcohol and drug free policies and subject to random testing
6. FBI and DOJ clearance through fingerprinting
7. Strong administrative and organizational skills.
8. Effective communication skills both verbal and written.

Driver

Job Description

Job Title: Driver/ Part-Time

Reports to: Activities Director

Principal Responsibilities:

1. Adhere to the activities stated on the monthly calendar.
2. Transportation of community residents to medical and dental appointments and activities.
3. Encourage resident participation in the activities.
4. Set up and follow all transportation activities and events as scheduled.
5. Assist the Activities Director in ensuring weekly special outings including but not limited to scenic drive, luncheon and dinner outings and shopping and banking trips are followed per the community calendar.
6. Assist the Activities Director in arranging religious services and/or coordinate transportation to service outside the community.
7. Responsible for transportation of community in the event of community evacuation.
8. Responsible for daily vehicle inspections and safety checks on all community vehicles.
9. Responsible for securing vehicles community vehicles at the end of the day.
10. Embody a team environment that promotes communication, innovation, customer service and respect.
11. Maintain clean driving record.

ADMINISTRATIVE

1. Responsible for fulfilling State and Federal requirements for maintaining community vehicles.
2. Maintains documentation according to Community policy, State and Federal requirements.
3. Responsible for scheduling regular routine and preventative maintenance on community vehicles.
4. Effectively communicate activities with department managers to ensure accuracy and promptness of all transportation related events and activities.
5. Comply with community alcohol and drug free policies and subject to random testing.

CUSTOMER SERVICE

1. Presents professional image to resident, families and associates through dress, behavior and speech adhering to the highest customer service standards.
2. Adheres to Company standards for resolving customer concerns.
3. Ensures that all resident rights are protected.
4. Provide residents with safe transportation to/from appointments and activity outings.
5. Participates in marketing related activity programs as directed by the Executive Director.
6. Always wears community ID badge, and encourages Community staff to wear badges and uniforms.
7. Provide ongoing exceptional customer service consistent with company policy.
8. Other duties as assigned.

Qualifications:

1. High School diploma or equivalent
2. Current First Aide certification
3. Negative TB testing
4. Negative drug screening
5. FBI and DOJ clearance through fingerprinting
6. Class B driver's license
7. Strong organizational skills.
8. Effective communication skills both verbal and written.