|  |  |
| --- | --- |
| **Community:** | Garden Spot Village |
| **Department:** | Meadow View Memory Support |
| **Reports to:** | Personal Care--> Resilient Living Coordinator |
|  |  |
| **Overview:** | This position is responsible for the function of the Meadow View kitchen, including meal preparation, service and cleanup, as well as the overall cleanliness of the kitchen and dining area. The person in this position is a fully integrated household team member with responsibilities in all facets of the resident’s life. The Homemaker guides residents as they develop a culture of home within each Household, encouraging residents’ resilience, to thrive in the face of significant life challenges. |
|  |  |

**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Complies with safety, infection control and sanitation regulations for housekeeping, dietary, laundry and activities.
* Responsible for completing required paperwork (food temps, dish washer temps, refrigeration temps) as required by DHS.
* Assists residents with resilient living. This may include kitchen and dining area normalcy of living activities, baking, and reminders of various activities within the households and on Town Square.
* Treats all information about residents, their condition, and family as confidential.
* Treats all residents, families, visitors and peers with dignity and respect, in a cheerful and positive manner.
* Ensures that the varied needs of the residents are met by focusing on the residents’ choices about their daily lives.
* Maintains compliance with all federal, state and local regulation governing safe food handling, holding, storage, and the ordering of food supplies, equipment, and work environment.
* Provides for and/or prepares all meals and dietary needs for the household.
* Assists the household staff in the serving of all resident meals.
* Properly stores and rotates all food items in the household.
* Responsible for cleanup, sanitation and project cleaning for the dining room and kitchen.
* Restocks the kitchen and pantry for the household.
* Assumes responsibility for meeting household meal schedules.
* Attends and participates in improvement activities.
* Cleans and maintains kitchen and dining area equipment after each use. Reports malfunctions to the Maintenance department through a work order and notifies the Resilient Care Coordinator through email.
* Ensures proper disposal of trash and recycling.
* Participates in special household events requiring dietary services.
* Attends conferences, Dementia Trainings and monthly team meetings.

**Essential Functions (Cont.)**

* Interacts and cooperates with other Household team members in a positive and contributing manner.
* Ensures that Household residents have opportunities to participate in community circles, activities and events of their choosing.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Performs daily cleaning functions as per dietary checklist.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Must be 18 and have either a high school diploma or equivalent.
* Must be able to read menus, diet cards, recipes and understand measurement and categories of food for special diets.
* Must have or be willing to obtain ServSafe Certification.
* Ability to understand and follow oral and printed instructions.
* Current CPR and First Aid certifications (or willingness to obtain after hire).
* Must be efficient and organized, with a good sense of responsibility and a high degree of personal hygiene and cleanliness.

**Equipment to be Used**

* Mixer, food processor, induction, ovens, dishwasher and garbage disposal, turbo chef.
* Familiarity with other equipment includes: Vacuum cleaner, wet mop, bucket and wringer, and a housekeeping products.

**Working Conditions**

* Needs to be available for every other weekend and holiday, with flexibility for other shifts.
* Solely responsible for his/her work schedule **and** finding coverage if unable to work an assigned shift.
* Scheduled every other weekend and holidays, with flexibility for other shifts.
* Subject to work during emergency conditions (e.g., short staffing, severe weather, evacuation, post-disaster, etc.).
* May be asked to work overtime to ensure adequate staffing due to call offs
* Must understand the needs of the residents.
* Opportunities will be presented where s/he will be able to utilize dementia training to assist residents with behavior situations.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director Signature Date