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| **Community:** | Maple Farm/Garden Spot Village |
| **Department:** | Skilled Nursing Household |
| **Reports to:** | Household-->Household Coordinator |
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| **Overview:** | The Skilled Nursing Household Homemaker is responsible for the function of the country kitchen, including meal preparation, service and cleanup, as well as the overall cleanliness of a Household. S/he will be a fully integrated household team member with responsibilities in all facets of the resident’s life. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct and safety, infection control and sanitation regulations for housekeeping, dietary, laundry and activities.
* Follows Residents’ Rights policies at all times.
* Treats all information about clients, their condition, and family as confidential.
* Responsible to ensure that the varied needs of the residents are met by focusing on the residents' choices about their daily life.
* Maintains compliance with all federal, state and local regulation governing safe food handling, holding and storage, 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 clean-up, sanitation and project cleaning for the dining room and kitchen.
* Restocks kitchen and pantry for their household.
* Assumes responsibility for meeting household meal schedules.
* Attends all in-services and training sessions relevant to the position.
* Attends and participates in Improvement activities.
* Keeps the household rooms and common areas clean using routine cleaning standards as well as those performed on a project basis.
* Cleans and maintains housekeeping equipment after each use and reports malfunctions to HHC.
* Participates in special household events requiring dietary services.
* Attends the resident care conferences at the request of HHC.
* 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 demonstrate dependability and punctuality.
* Provides activities for residents in their household, conducting programs, visits and activities geared to the interest and abilities of their residents, subsequently documenting activity participation and responses in PointClickCare.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Performs daily cleaning functions as per dietary/housekeeping checklist.
* Performs other reasonable related business duties as assigned.

**Job Qualifications**

* Must be able to read menus, diet orders, recipes and understand measurement and categories of food for special diets.
* Ability to understand and follow oral and printed instructions.
* Must be efficient and organized, with a good sense of responsibility and a high degree of personal hygiene and cleanliness.
* Must treat residents with kindness, cheerfulness and respect.

**Equipment to be Used**

* Coffee and tea maker, steamer, steam table, oven, stove, grill, microwave, toaster, dishwasher.
* For those 18 years of age or older: Mixer, food processor, slicer and garbage disposal.
* Vacuum cleaner, wet mop, bucket and wringer, housekeeping cart.

**Working Conditions**

* Must work scheduled holidays.
* Must work scheduled weekends.
* Must understand the needs of the residents and take responsibility to get to work in inclement weather situations.

This job description does not constitute a contract for employment.

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

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date