

**JOB TITLE:**

Culinary Service Aide

**ACCOUNTABILITY:**

Culinary Service Coordinator

**JOB SUMMARY:**

The Culinary Service Aide will assist in the operation of the kitchen, dining room, dish room, and related storage spaces. Hours may vary from 7:30 AM –2:00 PM and/or 4:00 PM – 7:00 PM and every other weekend as scheduled by the Culinary Service Coordinator.

**DUTIES AND RESPONSIBILITIES:**

- Serve residents in the dining room.
- Take food to other dining rooms.
- Set and clear tables.
- Wash dishes.
- Clean kitchen and dining room.
- Follow cleaning schedule.
- Report unsafe conditions to the Culinary Service Coordinator.
- Maintain sanitation in all areas.
- Comply with regulations regarding hair covering and hand protection during food preparation.
- Use personal protective equipment, as required.
- Fill in, as needed or requested.
- Use proper body mechanics when lifting or pushing carts.
- Respond to smoke and fire alarm systems.
- Answer telephone promptly and courteously.
- Attend all bi-weekly staff in-services or mandatory meetings.
- Attend food service meetings
- Be a part of the safety team and committees as assigned.
- Read the Communication Log, daily.
- Share ideas and comments you feel would benefit the Community.
- Fill in when short staffed.
- Follow all Policies & Procedures and the Employee Handbook.
- Assist with scheduled activities, as requested.
- Uphold confidentiality of residents and co-workers according to HIPAA.
- Comply with all state regulations as they apply to AL.
- Complete incident report forms as necessary for residents, self, or co-workers.
- Complete work orders when maintenance needs arise.
- Perform cleaning duties as assigned.
- Prepare dining room for meals.

**CONTACTS:**

- |                      |                             |
|----------------------|-----------------------------|
| Manager              | Volunteers                  |
| Co-workers           | Inspectors                  |
| Residents            | Visitors                    |
| Residents' families' | Emergency medical personnel |
| Vendors              |                             |

**REQUIRED SKILLS AND ABILITIES:**

- Good communication skills
- Organizational skills
- Able to lift between 15 and 20 lbs
- Able to push a cart
- Able to be on you feet for extended periods
- Listening skills
- Commitment to the elderly
- Patience and flexibility
- Calm, friendly demeanor
- Basic problem solving skills
- Ability to work independently and as part of a team
- Willingness to accept supervision

**REQUIRED EDUCATION AND/OR TRAINING:**

- High school diploma or GED
- 1 year's job related experience

**PREFERRED EXPERIENCE:**

- Experience with the care of the elderly

On this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

All job descriptions are subject to change based on business needs.