



**Culinary Service Aide**

**FLSA:** Non-Exempt  
**Supervises:** N/A

**Reports to:** Culinary Service Coordinator  
**Created/Revised:** December 2017

**Core Values:**

<u>Philosophy</u>	<u>Integrity</u>	<u>Innovation</u>	<u>Compassion</u>	<u>Commitment</u>	<u>Expertise</u>
Always act with compassion and integrity – Red Carpet Treatment	Open and honest, can be trusted and accountable	Generate new ideas, think out of the box, embrace new ideas	Passion for what you do, caring and respectful.	Loyal, dedicated, committed to setting and attaining goals	Experienced, knowledgeable about our industry

**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.

**Essential Functions:**

**The following essential functions are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- 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.
- Other duties/functions as assigned.

**Required Education and Experience:**

- Employees 18 years or older High school diploma or a GED required
- *High school students 16 and older, GED/High School diploma not required*

**Qualifications:**

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit and talk or hear. The employee is frequently required to stand and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

Language Ability: Must be able to communicate clearly, English, adapt communication skills to residents with cognitive diseases

Mathematical Skills: minimal

Cognitive Demands: read and write, follow assigned tasks, be a good listener, positive team player

Computer Skills: I Pads for documentation, clock in and out

**CANCELLATION OF PREVIOUS AGREEMENTS**

The employee and Senior Housing agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE’S STATUS AS AN EMPLOYEE AT-WILL.**

**Acknowledgement:**

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Team Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor’s Signature

\_\_\_\_\_  
Date