



POSITION DESCRIPTION

Job Title: Kitchen Helper
Department: Culinary
Supervisor: Community Executive Chef
FLSA Status: Hourly, non-exempt
Date Approved: December 13, 2021

GENERAL DESCRIPTION OF POSITION

Prepare, wash and store dishes as well as help serve meals and clear dishes at residents' tables following Hawthorn Senior Living procedures. This position is considered a universal employee worker and will be cross trained in other positions as directed by the Community Executive Chef.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & BEHAVIORS

- Must be at least 18 years old.
- Have a general knowledge of cleaning and sanitation.
- Maintains food handlers permit as necessary to fulfill state or provincial regulations.
- Embodies a patient and creative attitude with the ability to “think outside the box.”
- Demonstrates a commitment to and respect for all individuals.
- Able to communicate effectively in English, both verbally and in writing, with residents and staff.
- Builds on basic learning and carries it from one situation to another.
- Demonstrates critical thinking skills in problem solving and decision making.
- Asks questions and seeks assistance.
- Takes responsibility to eliminate the source of problems.
- Ability to prioritize and organize multiple work duties.
- Demonstrates excellent communication skills, taking into consideration body language, filters, listening, paraphrasing and questions with co-workers and residents of diverse ethnic and cultural backgrounds.
- Demonstrates ability to work efficiently and pleasantly in an extremely busy work environment, to deal with difficult situations in a calm manner and be a team player.
- Ability to work under time constraints and meet department deadlines.
- Meets state or provincial health related requirements (as applicable for position).

SUPERVISORY RESPONSIBILITIES

- None

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Regular, on-site, attendance and punctuality is required as scheduled.
- Takes responsibility for maintaining current knowledge of the Hawthorn Senior Living Employee Handbook.
- Adheres to all company policies, procedures and standards.
- Prepare, wash, and store dishes following Hawthorn Senior Living procedures.
- Clean dishwashing area following Hawthorn Senior Living sanitation procedures.

- Assist in bussing, serving, and delivery of room trays if needed.
- Setting of tables in the dining room.
- Assist Chefs/Cooks in cleaning food serving areas and equipment, sweeping and mopping of floors and complete assigned cleaning duties.
- Complete dishwasher temperature log at required times.
- Work as part of the food services team to ensure smooth, efficient, and safe operation of the kitchen.
- Adhere to prescribed safety and sanitation practices and procedures.
- Always treat residents, potential residents, their families, staff, and guests with dignity and respect.
- Performs other duties as assigned by Community Executive Chef.
- May be assigned to any other job function in the Community on a relief basis.

OTHER JOB DUTIES AND RESPONSIBILITIES

- Perform all work assigned for the agreed-upon salary, accepting no additional payment or non-perishable gifts from residents, vendors, Community Management, or others.
- Use timekeeping system to report hours worked on a daily basis, as well as the start and stop times of your meal periods.
- Meets the assigned work requirements of the job.
- Adheres to dress/appearance code. Changes in attire may be dictated by special occasion or weather conditions. If you have questions, check with your Community Executive Chef.
- Promotes resident advocacy and demonstrates excellent customer service at all times.
- Serves as a role model for all employees by displaying a responsible, cooperative, and positive attitude.
- Represents the Company and the community in a professional, courteous, and friendly manner when in the public.
- Understands safe and proper chemical use and adheres to safety protocols. This includes using personal protective equipment when necessary.
- Attend education and training classes as necessary to fulfill company training requirements and/or state regulations applicable to the position.
- Maintain personnel, resident and business proprietary and/or confidential matters/material in strict confidence with management of the company (and/or other company staff as needed).

ESSENTIAL PHYSICAL REQUIREMENTS

Physical Demands and Work Environment

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

	20% or less	20%-40%	40%-60%	60%-80%	80%-100%
Stand					✓
Walk					✓
Sit	✓				
Pushing, pulling and/or reaching				✓	
Grasping and fine manipulation				✓	
Climb or balance	✓				
Stoop, kneel, crouch, or crawl			✓		
Talk or hear					✓
Taste or smell			✓		

Lifts Weight or Exerts Force	20% or less	20%-40%	40%-60%	60%-80%	80%-100%
Up to 10 pounds					
Up to 25 pounds				✓	
Up to 50 pounds			✓		
Up to 100 pounds					
More than 100 pounds					

Hawthorn Senior Living believes that each employee makes a significant contribution to our success. This position description is designed to outline primary duties and qualifications, but not limit the incumbent nor the company to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Hawthorn Senior Living reserves the right to revise the duties set forth in this job description at its discretion. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, residents or other employees.

By signing below, I acknowledge that I have received this job description. My signature further acknowledges that I have reviewed this job description and understand that I have the individual and joint responsibilities to fulfill all of the essential duties listed on a consistent and ongoing basis.

Employee's Signature

Date

Employee's Name (print)