

## HALLKEEN ASSISTED LIVING

**Job Title:** Kitchen Assistant

**Location:** Maple Ridge Memory Care Essex, VT 05452

**Hours:** Full Time Monday-Friday 10:30am-7pm

### **Job Summary:**

Responsible for maintaining the kitchen and dining areas in a clean and orderly condition. Washes, cleans, sanitizes and stores all dishes, glassware, utensils, pots, pans, and other equipment used to operate the kitchen and dining room areas. Cleans floors, equipment and other areas as assigned. Hours are Monday-Friday 10:30am-7pm

### **Principle Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Provide a high level of customer service and promote a restaurant style dining atmosphere.
- Work closely with the food service director to keep residents satisfied with food and dining programs.
- Maintain kitchen in a clean, safe, and sanitary condition at all times.
- Wash and store all dishes and equipment in accordance with policy and procedures.
- Maintain dish room area in a neat, clean and sanitary manner.
- Keep kitchen floors clean (sweeps and mops) and trash emptied.
- Maintain dish machine after each meal by thoroughly cleaning and maintaining sanitizing temperatures and parts per million levels.
- Adhere to cleaning schedules as assigned.
- Assist with the transportation and storage of food and supplies.
- Assist cooks and wait staff as requested.
- Adhere to standard food safety practices.
- Assist with preparation and execution of special events, banquets, and theme meals.
- May perform other duties as assigned.
- Adhere to and carry out all Company policies and procedures.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.

### **Minimum Qualifications:**

- High school education

### **Required Behavior:**

- Builds positive and strong relationships with employees, coworkers and residents
- Focused and dedicated to provide excellent customer service
- Able to handle multiple jobs and priorities
- Accept direction from superiors or other experienced staff
- Share job knowledge or resident information with others as needed
- Give and welcome feedback

### **Physical Demands:**

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [KMunzir@mapleridgeessex.com](mailto:KMunzir@mapleridgeessex.com)**