

HallKeen Assisted Living Community

Job Title: Utility/Dishwasher

Location: Susan Bailis Assisted Living – Boston, MA 02115

Hours: Part Time

Job Summary

Utility/Dishwasher will be responsible for maintaining the kitchen and dining areas in a clean and orderly condition. The role of the Utility/Dishwasher washes, cleans, sanitizes and stores all dishes, glassware, utensils, pots, pans, and other equipment used to operate the kitchen, dining room areas and cleans floors, equipment and other areas as assigned.

Principle Duties and Responsibilities

The following essential functions are the fundamental job tasks 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.
- Must adhere to all standard food safety practices.
- Assist with preparation and execution of special events, banquets, and theme meals.
- Assist wait staff clearing tables as needed.
- May perform other duties as assigned.

Minimum Qualifications

- Less than 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.

Send resume to Dwayne Kellman at dkellman@hallkeen.com or stop by between 10am-2pm and fill out an application.