



Life Guidance RSA - CNA

Position Description

Job Title: Life Guidance Resident Services Assistant - CNA

Department: Life Guidance

Reports To: Life Guidance Director

FLSA Status: Non-exempt

EEO-1 Job Category: Administrative Support Workers

Purpose!SM

You help families find peace of mind and confidence by supporting them through the challenges of dementia. You greet anxiety with positive reassurance. You greet frustration with respect and dignity. You lead by example, inspiring your team with encouragement and calmness. You believe that people with dementia can continue to live engaging and meaningful lives, and you foster a joyful, safe environment that makes that possible.

Job Summary

Performs the Life Guidance tasks as assigned by the Life Guidance Director.

Principle Duties and Responsibilities (*Essential Functions):

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

- Responsible for attending to all care needs of the residents in Life Guidance neighborhood.*
- Set-up tables in preparation for all meals.
- Serve meals and drinks to Life Guidance residents in the dining room. *
- Serve the residents 3 snacks and beverages each day including those who are in their rooms during snack time.*
- Assist with clean-up following all meals, including clearing dishes off the tables and taking to the kitchen, wipe down tables, chair seats, arms and backs, and pick up food from the floor by vacuuming or sweeping.*
- Take an active part daily in its implementation of Sharing the Way Moment by Moment program. This includes the structured activities noted on the calendar as well as unstructured moments during the day which allow time for additional programming and interaction between all Resident Assistants and the LG residents.*
- Find opportunities to give the resident choices throughout the day and allow them to be as independent as possible with their personal ADL's.*
- Pick up laundry from resident apartments, rinse out soiled laundry and dispose of dirty laundry in appropriately.*
- Collect garbage from assigned resident apartments daily. Immediately remove incontinent supplies that are wet or soiled.*
- Assist with resident activities/programming as requested or assigned.

complex information; talks with residents, family members and customers; listens well.

- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintain confidences, foster an ethical work environment; give proper credit to others; handle all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; performs a variety tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Physical Demands

In terms of an 8 hour workday (check daily requirement for each activity):

| | | | | | | | | | |
|----------|-----------------|----------------------------|---------------------------------------|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| A. Sit | Number of Hours | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| B. Stand | Number of Hours | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input checked="" type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| C. Walk | Number of Hours | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input checked="" type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| D. Drive | Number of Hours | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |

In terms of an 8 hour workday (select the category that applies to each activity):

| On the job employees must: | Not at all | Occasionally (1/4 - 2.5 hrs) | Frequently (2.5 - 5.5 hrs) | Continuously (5.5 - 8 hrs) |
|-----------------------------------|--------------------------|---|---------------------------------------|---------------------------------------|
| Bend/Stoop | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach above Shoulder Level | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push/Pull | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Squat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouch | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carry | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Maximum weight requirement for lifting and carrying: 40

Last Updated: 6/6/2012

Approved By: National Life Guidance Program Director

Resident Services Assistant (CNA)



Position Description

Job Title: Resident Services Assistant (CNA)

Department: Resident Services

Reports To: Resident Services Director

FLSA Status: Non-exempt

EEO-1 Job Category: Administrative Support Workers

Purpose!SM

You consider it a privilege to serve others. You take pride in the well-being of our residents, and you go the distance to ensure every person receives the discreet, dignified care they need. You are the bridge between health care professionals and the services we provide, and you see this as an opportunity to serve our residents better, win more referrals and drive sales. You empower others and lead by example. You ensure exceptional standards of quality every day because you truly believe our residents deserve nothing less.

Job Summary

Performs the resident services tasks as assigned by the Resident Services Director.

Principle Duties and Responsibilities (*Essential Functions):

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

- Provides activities of daily living assistance to the residents as directed from each Resident's Service Plan.*
- Provides medication reminders and/or assistance according to state regulations.*
- Provides verbal encouragement and support to residents.*
- Prioritizes tasks to ensure optimum services to residents as requests and needs change.*
- Communicate to the Resident Services Director when a resident's need has changed.*
- Communicate to other departments as residents' needs arise during the shift.*
- Under the Universal Worker Model, the Resident Services Assistant responsibilities can also include housekeeping and dining room duties.*
- May drive company vehicle from community to social and other various destinations (only if required by community).*
- May perform other duties as assigned.

In terms of an 8 hour workday (select the category that applies to each activity):

| On the job employees must: | Not at all | Occasionally (1/4 - 2.5 hrs) | Frequently (2.5 - 5.5 hrs) | Continuously (5.5 - 8 hrs) |
|-----------------------------------|--------------------------|---|---------------------------------------|---------------------------------------|
| Bend/Stoop | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach above Shoulder Level | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push/Pull | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Squat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouch | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carry | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Maximum weight requirement for lifting and carrying: 40

Work Environment:

| Amount of Time | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Wet or humid conditions (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Last Updated: 6/6/2012

Approved By: Vice President of Care

Resident Services Nurse (LVN/LPN)



Position Description

Job Title: Resident Services Nurse (LVN/LPN)

Department: Resident Services

Reports To: Resident Services Director

FLSA Status: Non-exempt

EEO-1 Job Category: Professionals

Purpose!SM

You consider it a privilege to serve others. You take pride in the well-being of our residents, and you go the distance to ensure every person receives the discreet, dignified care they need. You are the bridge between health care professionals and the services we provide, and you see this as an opportunity to serve our residents better, win more referrals and drive sales. You empower others and lead by example. You ensure exceptional standards of quality every day because you truly believe our residents deserve nothing less.

Job Summary

The Resident Services Nurse is responsible for assisting the Resident Services Director with the overall implementation, delivery and coordination of Resident Care services at the Community. Will also assist in monitoring the medication management program.

Principle Duties and Responsibilities (*Essential Functions):

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

- Assist in supervising the medication program, activity in medication room and assisting the residents with self-administration of their medication.*
- Assist residents with Activities of Daily Living and Independent with Activities of Daily Living as needed.*
- Maintain positive relations with residents, families and physicians.*
- Report any significant incidents and/or changes in the residents needs to the Executive Director/Resident Services Director.*
- Assist in the completion of resident assessments and services plans.*
- Assist in the training of assisted living staff and participates in orientation of new staff.*
- Attend and participates in scheduled in-service programs, training programs and staff meetings.*
- Assist with scheduling and staffing of Resident Services Assistants and Resident Medication Assistants as needed.*
- May perform other duties as assigned.

Physical Demands

In terms of an 8 hour workday (check daily requirement for each activity):

| | | | | | | | | | |
|----------|-----------------|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| A. Sit | Number of Hours | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input checked="" type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| B. Stand | Number of Hours | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| C. Walk | Number of Hours | 1 <input type="checkbox"/> | 2 <input checked="" type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| D. Drive | Number of Hours | 1 <input checked="" type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> | 6 <input type="checkbox"/> | 7 <input type="checkbox"/> | 8 <input type="checkbox"/> |

In terms of an 8 hour workday (select the category that applies to each activity):

| On the job employees must: | Not at all | Occasionally (1/4 - 2.5 hrs) | Frequently (2.5 - 5.5 hrs) | Continuously (5.5 - 8 hrs) |
|-----------------------------------|--------------------------|---|---------------------------------------|---------------------------------------|
| Bend/Stoop | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach above Shoulder Level | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push/Pull | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Squat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crouch | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carry | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Maximum weight requirement for lifting and carrying: 40

Work Environment:

| Amount of Time | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Wet or humid conditions (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Last Updated: 6/6/2012

Approved By: Vice President of Care

Waitstaff



Position Description

Job Title: Waitstaff

Department: Culinary Services

Reports To: Director of Culinary Services and/or Restaurant Manager

FLSA Status: Non-exempt

EEO-1 Job Category: Service Worker

Purpose!SM

You have a complete understanding of just how important dining is to our residents – often the highlight of their day – and you strive to make them feel there's no better place to be. You develop creative ways to make mealtimes unique and memorable, and you know what residents like because you ask and you listen. You ensure residents' tastes are indulged and their suggestions implemented. You accept the challenge of delighting a variety of discriminating palates, and you recognize the role of fine dining in surprising visitors and driving sales.

Job Summary

Responsible for setting and clearing tables, taking residents food and beverage orders and serving residents in a timely professional manner.

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 culinary service director and/or executive director to keep residents satisfied with food and dining programs.
- Set tables in accordance to Atria standards.
- Serve residents and guest's beverages as requested.
- Review daily menu with residents.
- Takes and delivers accurate meal orders to residents and guests.
- Remove used or soiled plates, utensils, glasses, linen from the dining room as needed.
- Assist with preparation and execution of the Art of Atria Dining enhancement programs.
- Adhere to Quality Enhancement standards and standard food safety practices.
- Assist with preparation and execution of special events, banquets, and theme meals.
- When applicable acquaint new residents with menus, seating, and dining options and hours.
- Clean and sanitize carpet, tables, chairs, condiment containers, and equipment used in the dining room.

Work Environment:

| Amount of Time | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Wet or humid conditions (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I have read and reviewed this job description and agree to abide by it during my employment.

Employee Signature

Date

Supervisor Signature

Date

Cook



Position Description

Job Title: Cook

Department: Culinary Services

Reports To: Director of Culinary Services and/or Assistant Director of Culinary Services

FLSA Status: Non-exempt

EEO-1 Job Category: Laborers & Helpers

Purpose!SM

You have a complete understanding of just how important dining is to our residents – often the highlight of their day – and you strive to make them feel there's no better place to be. You develop creative ways to make mealtimes unique and memorable, and you know what residents like because you ask and you listen. You ensure residents' tastes are indulged and their suggestions implemented. You accept the challenge of delighting a variety of discriminating palates, and you recognize the role of fine dining in surprising visitors and driving sales.

Job Summary

Responsible for the preparation and cooking of food in the community. Ensure that all meals are prepared and presented according to Atria standards.

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 culinary customer service and promote a restaurant style dining atmosphere.
- Work closely with the Director of Culinary Services and/or Executive Director to keep residents satisfied with food and dining programs.
- Assist with the preparation and execution of the Art of Atria Dining enhancement programs.
- Maintain kitchen and food storage and preparation areas in a clean, safe, and sanitary condition at all times.
- Responsible for the opening and/or closing of the kitchen.
- Adhere to cleaning schedules as assigned.
- Ensures that all food is received, stored, and prepared according to Company standards.
- Estimate daily or weekly needs of food and supplies and communicates needs to Director of Culinary Services or assistant Director of Culinary Services.
- Participate in preparing and cooking meals according to established recipes and approved menus.
- Document temperatures of food prior to service, refrigeration and freezer.
- Prepare and ensure snacks and beverages are available to residents at all times.
- Keep kitchen floors clean (sweeps and mops) and trash emptied.
- Assist with the transportation and storage of food and supplies.

Maximum weight requirement for lifting and carrying: 50

Work Environment:

| Amount of Time | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Wet or humid conditions (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I have read and reviewed this job description and agree to abide by it during my employment.

Employee Signature

Date

Supervisor Signature

Date

Dishwasher



Position Description

Job Title: Dishwasher
Department: Culinary Services
Reports To: Director of Culinary Services and/or Assistant Director of Culinary Services
FLSA Status: Non-exempt
EEO-1 Job Category: Service Worker

Purpose! SM

You have a complete understanding of just how important dining is to our residents – often the highlight of their day – and you strive to make them feel there's no better place to be. You develop creative ways to make mealtimes unique and memorable, and you know what residents like because you ask and you listen. You ensure residents' tastes are indulged and their suggestions implemented. You accept the challenge of delighting a variety of discriminating palates, and you recognize the role of fine dining in surprising visitors and driving sales.

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.

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 Director of Culinary Services and/or Executive 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.
- Assist with the preparation and execution of the Art of Atria Dining enhancement programs.
- 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 Quality Enhancement standards and standard food safety practices.
- Assist with preparation and execution of special events, banquets, and theme

Work Environment:

| Amount of Time | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Wet or humid conditions (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Work near moving mechanical parts | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I have read and reviewed this job description and agree to abide by it during my employment.

Employee Signature

Date

Supervisor Signature

Date