

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER
HAALAND ESTATES

MISSION STATEMENT

To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.

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JOB DESCRIPTION

JOB TITLE: Kitchen Aide

NAME:

Department: Haaland Estates

Responsible to: Dietary Supervisor

QUALIFICATIONS: High school education or equivalent is desired. Must be able to read and write. Experience is preferred (on-the-job training will be provided). Must be able to lift 50 pounds of weight. Ability to work with the elderly.

JOB SUMMARY: Responsible for setting tables, assists with food service to residents. Clean and sanitize tables and wash dishes. Prepares fruits and vegetables as needed according to menu. Observe and date cleaning schedule. Refurbish staples and paper supplies to kitchen and staff dining room.

TYPICAL WORKING CONDITIONS: Frequent exposure to hot surfaces, sharp cutting edges, and cleaning solutions. Occasionally exposed to warm environment. Frequent interaction with elderly residents, other workers, and volunteers. Exposed to communicable diseases.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing approximately 50 pounds. Requires corrected vision and hearing to normal range. Some exposure to communicable diseases or body fluids.

JOB RESPONSIBILITIES:

1. COOK'S ASSISTANT:

- A. Responsible for setting the table with flatware, napkins, beverages Food supplements, fruit bomb, etc.
- b. Prepares carts for coffee, hot water for tea and desserts, and passes to residents.
- c. Prepare and assist in serving afternoon snacks.
- d. Fills trays for fruit bombs (PM shift) and peanut butter (AM shift).
- e. Assists cook with food preparation:
 1. Chops vegetables--AM
 2. Slices fruits—AM
 3. Pulls Juices-PM
 4. Puts out breads--PM
- f. Replaces supplies in the staff dining room.
- g. Assists to keep kitchen, resident and staff dining rooms clean and sanitized when on duty.
- H. Responsible for dishwashing:

1. Fills dish machine and pans of water for presoaking dishes and silverware.
2. Rinses dishes before running them through the dish machine.
3. Empties and cleans dish machine when finished with work shift.
4. Puts clean dishes and utensils away in proper areas.
5. Wipes splatters on walls and floors after dish cleanup.

2. RESPONSIBILITY FOR SAFEGUARDING THE PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION (PHI) IN ANY FORM INCLUDING ELECTRONIC, WRITTEN OR ORAL.

- A. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the job responsibilities based on the HIPAA privacy and security policies and procedures.
- B. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
- C. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
- D. Responsible to ensure the use of disclosure of PHI that is not routinely available to this position must be coordinated with the HIPAA Privacy officer, Security Officer or designee.

3. DOCUMENTATION:

- a. Observes and documents the cleaning schedule.
- b. Observes and documents percentage of food intake daily of the residents.
- c. Reports to Dietary Manager and concerns with changes of resident food intake

4. SELF IMPROVEMENT:

- A. Attends IDM's--a minimum of 6 out of 6 departmental IDM'S and 4 of 4 Facility IDM'S
- B. Attends Education Day--Safety, Infection Control, confidentiality, Bill of Rights, Open Admissions and care of the Resident.

5. ATTITUDE, ABILITIES TO FUNCTION AS A TEAM MEMBER:

- a. Exhibits solution oriented involvement in dealing with Problems of facility, staff and residents.
- b. Exhibits a positive, professional approach in dealing with Residents, family members, general public and co-workers.

c. TEAM MEMBER:

1. Willingly assists other members of the team and is supportive of their efforts.
2. Assists in resident food service and documentation.
3. Supports and sees that Haaland Home policies and procedures are carried out, maintaining a resident centered emphasis.
4. Maintains good interpersonal relationships with other staff, assisting as necessary.
5. Assists with orientation of new kitchen aide.
6. Notifies other departments or administration as needed when emergencies arise.
7. Communicates effectively to other shifts, information concerning residents, institutional problems or concerns that will affect the job performance.
8. Assists in coordinating seating arrangements in dining room.
9. Separates personal problems from work environment.

d. Dependably functions as a team member by being punctual and reliable.

6. SAFETY RESPONSIBILITIES

a. Familiarizes self with and adheres to ALL facility and department safety policies and procedures.

b. Completes ALL required annual safety training. implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.

c. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.

c. Promotes a culture of safety to improve employee safety within the facility and/or the department.

REVISED/REVIEWED: ____1/15____ (Use Only One & Include Date)

NOTE – Update Annually in Network Folder and with Employee. Best to complete employee’s during annual evaluation and forward to Human Resources for filing.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____ Dated _____