



JOB DESCRIPTION

POSITION:	Adult Day Care Program/Kitchen Service Aide
REPORTS TO:	Center Manager or Charge Nurse
NATURE AND SCOPE:	The service aide is responsible for meals and snacks for daycare clients and the general housekeeping of the facility.
PRINCIPAL RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Maintain the comfort, privacy, and dignity of each client in the delivery of services to them. Interact with clients in a manner that displays warmth and promotes a caring environment. 2. Fully understand all aspects of clients' rights, including the right to be free of restraints and free of abuse. Responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of client abuse or violation of clients' rights. 3. Maintain compliance with all state and local regulations on food service operations. 4. Wipe off counters and tables in day care with bleach 5. Check food temperatures (hot and cold) and record 6. Get food and drinks ready to be served to clients 7. Plate and serve food 8. Place dishes in dishwasher and run 9. Prepare snacks and drinks for clients 10. Set up coffee for next day 11. Sweep and mop kitchen floors 12. Remove Trash From Kitchen To Dumpster 13. Advise center manager of food quantities for daycare 14. Advise supervisor of needed supplies when necessary 15. Assist in maintaining a safe, neat, and clean environment including but not limited to cleaning & general housekeeping including disposal of trash; report environmental deficiencies to the charge nurse such as lighting or equipment problems. 16. Protect the personal belongings of each client including eyeglasses, dentures, hearing aids, purses, furnishings, jewelry, clothing, memorabilia, etc. Promptly report missing items according to established policy and participate in efforts to locate missing items. 17. Observe clients for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel.

	<p>18. Lift, move, and transport clients, using proper body mechanics or lifting devices for accident prevention Communicate and interact effectively and tactfully with the client, visitors, families, volunteers peers, and supervisors.</p> <p>19. Participate in activities and functions as directed.</p> <p>20. Practice careful, efficient, and no-wasteful use of supplies and paper goods.</p> <p>21. Complete records documenting care provided or other information in keeping with department policies.</p> <p>22. Perform all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, hand sanitizers, use of disposable gloves where indicated, and proper disposal of soiled materials.</p> <p>Job duties, tasks, work hours and work requirements may be changed at any time.</p>
MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High school graduate or equivalent (GED). 2. Previous experience with working with the elderly preferred. 3. CPR certified. 4. Medical aide background preferred. 5. Certificate from physician stating freedom from communicable diseases, negative TB test, and ability to perform duties in the program. 6. Must pass Level 2 background screening 7. Must pass all drug testing requirements Obtain food handler certificate within 10 days of hire.
WORK SCHEDULE:	Hours of operation are Mon.–Fri. 8:00 a.m.-3:30 p.m. This is a part-time position. Work hours may be established by the Executive Director. Some weekends and evenings needed for fundraising events.
PROBATION PERIOD:	The first three months with the Brevard Alzheimer’s Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.
CHAIN OF COMMAND:	> Charge Nurse > Center Manager > Director Of Operations > Executive Director > Executive Committee Board of Directors
I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.	

Employee Signature

Date

	<p>_____ Executive Director Signature</p> <p>_____ Date</p>
<p><i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i></p>	