



## HOMEMAKER

REPORTS TO: Food and Nutrition Services Director – Grand Meadows

POSITION: To provide companionship, dietary assistance, light housekeeping services and supervision to residents in a manner conducive to their safety, comfort, security and the greatest degree of independence possible.

### POSITION QUALIFICATIONS:

- Regular attendance is required.
- Must be 16 years or older.
- Must be able to read, write and speak fluent English.
- Criminal History Clearance

### PHYSICAL REQUIREMENTS:

- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 75 lbs using proper and/or improper mechanics
- Push/Pull Over 50 lbs using proper and/or improper mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Frequent bending: 481 or greater bends/day
- Squat/Kneel: 3-7 hours/day
- Endurance: Heavy energy requirements (7-9 mets)
- Wrist Position: Slight deviation of wrist
- Pinching: Moderate- 121-480 pinches/day
- Hand/Wrist Reps: Moderate- 961-2880/day
- Manual Dexterity: Gross dexterity with infrequent fine motor movement
- Right Hand: 36-60% of job cycle time
- Left Hand: 36-60% of job cycle time
- Near & Far Vision: Requires minimal near and minimal far vision
- Good physical health with no limitations or restrictions as evidenced by Physical Examination and T.B. clearance.

#### MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrate ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

#### WORK ENVIRONMENT:

- Willing to work around odors and extreme temperatures in the kitchen/storage areas.
- Required to work with chemical hazards while using cleaning supplies.
- Work primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involve possibility of exposure to communicable disease.
- Work with frequent interruptions

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

##### Dining Services

- Help to serve appropriate snacks and meals as trained by the Food and Nutrition Services Director.
- Facilitate mealtime conversations and maintains a warm, pleasant atmosphere while elders are eating.
- Cook and prepare individualized meals from a limited selection of menu options.
- Assist with kitchen-related activities for the residents.

##### Life Enhancement

- Assist with the planning and organizing of social activities for individual residents, small groups and for the assisted living.
- Continually seek opportunities to support the social needs of all members of the assisted living through support, friendship and kindness.
- Seek opportunities throughout the day to facilitate spontaneous activities of tenant choice and assisted living preference; accompanies residents in all activities of choice.
- Continually seek opportunities to share person interests and talents with members of the assisted living through both planned and spontaneous activities.

##### Housekeeping

- Maintain clean spaces in the household, including tenant rooms and household common spaces, as well as support spaces and equipment.
- Maintain supply of all materials to meet tenant needs in the assisted living household.

## Laundry

- Provide assistance to ensure residents' personal laundry is maintained in quality condition.
- Coordinate work with the assisted living team members to ensure the personal laundry needs of the residents are met within the staffing resources of the assisted living household.
- Wash, dry, fold, and put away all residents laundry.

## Safety and Sanitation

- Observe safety hazards and emergency situations, and reports to appropriate person or takes corrective action according to established procedures, works safely without danger to self or others.
- Assume accountability for using, maintaining and storing Luther Manor property according to established policy.
- Demonstrate knowledge of emergency policies, procedures and proper usage of PPE.
- Perform all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

## Infection Control

- Demonstrate knowledge of infection and exposure control-
- Adhere to safe food handling procedures.
- Report any and all exposures in accordance with OSHA and facility guidelines, policies and procedures.

## Customer Service

- Interact with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Act as a positive representative of the facility at all times.
- Perform incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.

## Residents Rights

- Provide privacy and maintain the confidentiality of all resident care information.
- Ensure care and security of residents' personal possessions.
- Report all complaints and grievances made by residents, family members, and visitors to the Dietary Supervisor or supervisor on duty.
- Ensure that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and report any such instances to appropriate facility staff.

In-Service Education

- Attend all in-service education programs mandated by federal, state, and company guidelines.
- Participate and assist in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities" To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

I have read this position description and fully understand the requirements. I accept the position of Dietary Aide and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of the facility.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

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Date

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Signature

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Print Name