



Empowering Families Facing the
Challenges of Dementia & Alzheimer's.
Advancing Brain Health for All.

CULINARY ASSISTANT

Reports To: Culinary Director
Team/Department: Member, Day Program Team
Location: Central
FLSA Status: Full-time, Non-exempt Position
Hours: 7:00 am to 3:30 pm Monday-Friday

POSITION OVERVIEW

The Culinary Assistant will assist with the operations of the Amazing Place kitchen and dining room as well as facilitating morning refreshments, lunch service and afternoon snacks while working under the guidance of the Culinary Director.

The primary function is to assist the Culinary Director, with the ability to operate the kitchen and manage the volunteers when Culinary Director is on PTO or sick leave.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Review daily menu for the Participants.
- Prepare/deliver morning coffee for Participants or any “special” coffee/snacks, as needed (i.e. for Participants, support group, Board meetings,)
- Clean snack area/wash refreshment dishes.
- Adhere to meal preparation lunch and afternoon refreshments.
- Adhere to Amazing Place guidelines for purchasing food, supplies, and preparation.
- Adhere to sanitation guidelines and safety standards and ensure they are maintained above levels which are acceptable according to State and Federal regulations.
- Set up the dining room with linens, silver, and beverages.,
- Adhere to lunch service procedures in the kitchen.
- Operate and manage kitchen in supervisor’s absence.

EDUCATION REQUIREMENTS

High school diploma or GED

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED

Maintain current CPR, AED and Food Service Manager Certification

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia.

COMPETENCY

Amazing Place's mission is to provide fellowship, memory care and wellness for adults with mild and moderate memory loss, and to support their families and the community. Consequently, we feel that in order to fulfill this mission, we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Please contact Priscilla Plumb of Sorrell at priscilla@sorrellco.com to apply.