Randolph Area Community Development Corporation

JOSLYN HOUSE SUPPORTIVE SERVICE PROVIDER - JOB DESCRIPTION

Joslyn House, at 16 Maple Street, Randolph, VT, is owned and operated by the Randolph Area Community Development Corporation (RACDC). Joslyn House provides congregate living for approximately 20 seniors. Its mission is to provide elders with an affordable, shared living experience designed to promote health, dignity, and independence in a home-like setting with private rooms, three meals a day, and other supportive services.

Primary Duties of position:
The Supportive Service Provider may be assigned to one or more of the following duties:
- Meal or ingredient preparation as directed by Kitchen Manager;
- Meal service and clean-up;
- Inventory, stocking, trash and recycling;
- House-keeping and laundry;
- Assisting with resident activities or resident logistics, and
- Other duties as assigned.

Responsibilities:
- Follow safe food handling practices at all times.
- Maintain the kitchen, food storage areas, pantry, dining room, and all associated kitchen equipment, appliances and utensils in a clean, working, and healthy condition at all times.
- Report any problems or malfunctions of appliances or equipment to the supervisor or Operations Manager upon the first indication of a problem or malfunction.
- Know and follow the procedures and policies of RACDC and Joslyn House, including but not limited to, participation in Emergency Fire Drills and knowing when to call 911 for residents in need of medical attention.
- Follow best practices for food safety, nutrition, cleaning and other related issues.

Secondary Responsibilities and other general duties to be performed as needed
1. Work independently and as part of a team to carry out job duties. Coordinate well with supervisor and other team members for seamless transitions between shifts and as relates to inventory control, cleanup, laundry, food & supply stocking, food prep, etc.
2. Provide back-up for other staff, as needed, and work holidays and weekends as shift requires.
3. Attend Joslyn House staff meetings as necessary, which may occur outside of regular work shift hours.

Joslyn House Standards of Conduct.
Joslyn House staff are expected to:
1. Demonstrate a commitment to the mission and values of Joslyn House.
2. Maintain positive, respectful and effective communication with co-workers, residents, families, guests and vendors.
3. Protect the privacy and confidentiality of information related to others and to internal RACDC and Joslyn House operations.
4. Communicate a positive image about Joslyn House and RACDC.
5. Maintain a commitment to quality. Proactively improve systems and processes.
6. Maintain a professional demeanor and appearance.
7. Report to work on time, request time off ahead, and keep accurate timesheets.
8. Demonstrate excellent work habits and judicious use of Joslyn House resources.
9. Be prepared to perform duties, as needed, in the interest of serving our residents.

Minimum Qualifications:
Required: A High School diploma or equivalent education necessary to perform tasks; ability and willingness to perform duties and to meet all Standards of Conduct. Preferred: for cooking shifts, safe food preparation training; prior experience or training in working with seniors or individuals with disabilities.

Working Conditions and Physical Demands:
- Exposure to kitchen chemicals and cleaning solutions.
- Must be able to lift up to 25 pounds.
- Potential exposure to body fluids, infection, odors and behavior of residents.
- Must be able to lift and carry at least 25 pounds, and to stand, bend, squat, reach and kneel using good body mechanics for sustained periods of time.
- Responsible use of kitchen equipment, including gas ovens and sharp implements.