

Joslyn House Cook/Supportive Service Provider Job Description

Status: Full-time/Non-Exempt, 35+ hours/week
Wage: Competitive salary commensurate with experience, plus benefits (See below)
Reports to: Kitchen Manager
To apply: Send a cover letter and current resume to personnel@racdc.com with subject line: Cook/Supportive Service Provider. This position will remain open until filled.

Position Description:

Located in Randolph, VT, the Randolph Area Community Development Corporation (RACDC) is a 501(C)3 charitable nonprofit non-profit organization that provides affordable housing, senior wellness services, downtown revitalization, and other economic development services to the Greater Randolph VT Area. Our dynamic team seeks a part time cook/supportive Service Provider for Joslyn House. 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.

Equal Opportunity Employer:

RACDC practices equal opportunity in housing, employment, and other business practices. We welcome diversity and support career development. Candidates who do not feel they meet all qualifications listed are still encouraged to apply. Aptitude, strong skills in some areas, a commitment to RACDC's mission, and a strong motivation to learn and take the necessary training can substitute for experience in some areas. RACDC is committed to promoting diversity and opportunity for everyone in our community and in our workplace.

Core Position Responsibilities:

- Meal or ingredient preparation as directed by Kitchen Manager
- Meal service and clean-up
- Inventory, stocking, trash and recycling
- Housekeeping and laundry
- Assisting with resident activities or resident logistics
- 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

- 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.
- Provide back-up for other staff, as needed, and work holidays and weekends as shift

requires.

- 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:

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

Working Conditions and Physical Demands:

- Exposure to kitchen chemicals and cleaning solutions.
- 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.

Qualifications:

- High School diploma or equivalent education necessary to perform tasks
- Ability and willingness to perform duties and to meet all Standards of Conduct
- Safe food preparation training
- Willingness to learn new technologies and skills.
- Prior experience or training in working with elderly/seniors or individuals with disabilities

Important Skills and Personal Assets:

- Solid organizational skills and attention to detail.
- Proven ability to exercise sound judgment, show initiative in problem-solving, and achieve goals.
- Ability to manage time effectively and work independently.
- Ability to work well in teams and possess the ability to be a cheerleader and bring a sense of humor and positive can-do attitude to the work.
- The successful candidate must have the physical and mental abilities to perform the essential job duties listed here. However, reasonable accommodation may be extended to help perform those duties. The job entails some evening and weekend work.

Compensation & Benefits:

This is a full-time /non-exempt position 30+/week RACDC's benefit package includes:

- Employer sponsored dental and vision
- Accrued time off (ATO)
- Employee-directed benefit stipend
- Annual evaluation and raises based on performance
- Professional development opportunities

RACDC Standards of Conduct: As a representative of RACDC, I will...

- Demonstrate a commitment to the mission and values of RACDC, including justice and equity.
- Represent RACDC in a positive way by showing respectful in communication with others.
- Handle and protect highly sensitive, confidential information to protect the privacy of others.
- Adheres to all safety practices, rules and standards throughout the work day.
- Contribute positively to a professional and respectful office environment.

RACDC Mission Statement

Randolph Area Community Development Corporation (RACDC) is a nonprofit organization that unites the community behind initiatives which strengthen our region's social and economic assets, in order to enrich quality of life, instill pride and build confidence. We do this by promoting sound development practices and investment, creating affordable housing options, preserving environmental and historic resources, and leading in the revitalization of downtown and village centers.