

DIOCESE OF BISMARCK

Position Title: Residential Services Assistant
Location: Emmaus Place
Status: Non-Exempt, Part-Time
Reports To: Emmaus Place Director

Position Summary

The individual in this position will prepare meals and clean the kitchen and dining area for residents of the Diocese of Bismarck's Emmaus Place, a home for retired priests. The typical number of resident diners is 6-8 and there are occasional guests.

The position assists in cleaning, as needed, in individual resident apartments and common areas, and provides laundry services as necessary.

Characteristics

The key personal characteristics required for the position are:

- A talent for working with the elderly in a positive, supportive manner.
- The ability to be flexible.
- An aptitude to work cohesively with others on a team for the benefit of others.
- An energetic approach to the position.
- Comfort with preparing and serving quality meals to a group of people.
- The cooking skill to be able to use on-hand items to develop snacks and meals.
- The capability to respect residents' privacy and maintain confidentiality of their personal matters.
- The willingness to receive positive and negative feedback.
- A proficiency in planning and problem solving.
- An understanding of efficiency and economics related to food and supplies purchasing and preparation.
- Appropriate appearance, behavior and conduct for a faith-based setting.

Duties

The specific duties include:

- Frequent interaction and communication with residents.
- Menu development.
- The creation of food and supplies lists and/or purchase of items.
- Preparation and service of nutritious meals for up to eight (8) residents (and guests) based on planned menu considering resident preferences and dietary needs.
- Proper labelling, dating, storing, recording and maintaining food and supplies.
- Planning daily work schedules to meet established times; accomplish job duties and serve meals as scheduled, and adapt to varied needs.
- Laundering residents' clothes, bedding and other laundry items by washing, drying and ironing.
- Light cleaning of resident apartments, the Chapel and building common areas, restrooms, kitchen and dining areas, appliances and equipment as needed. Light cleaning includes vacuuming, dusting, mopping, wiping, emptying garbage, taking out recyclables.
- Assisting in special or seasonal cleaning projects as assigned.

- Working with residents in a professional manner; respecting the privacy and confidentiality of priests and their personal living quarters.
- Ability to work around all types of foods and cleaning supplies and equipment.
- Light snow removal, outdoor duties, changing light bulbs, light maintenance, painting, etc.
- Infrequent assistance driving residents to appointments. A Diocesan vehicle is provided.
- Other duties as assigned.

Job Requirements and Qualifications

- High school graduate
- Valid driver's license
- Clean criminal record (A background check will be completed)
- Two years experience cooking wholesome, nutritious meals for at least five people
- Two years experience working with a team of professionals
- Two years experience cleaning and maintaining facilities and/or equipment
- Knowledge of safe food preparation, food storage and cleaning practices
- Experience with elderly preferred
- Experience with menu creation preferred
- Successful completion of the Diocese Safe Environment process

Physical Demands

Ability to lift and carry 30 pounds

Ability to climb household ladders

Ability to stand for long periods of time

Ability to frequently bend, lift, carry, stoop, kneel, walk, crouch, push, pull and climb stairs