



(2016-029)
4 positions

POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

<u>Position Title</u>	<u>Labor Grade</u>	<u>Starting Salary Range</u>	<u>Department/ Division</u>	<u>Posting Date</u>	<u>Work Shift</u>
Kitchen Aide	2	\$10.85	Nursing Home	6/09/2016	16 hour 4p-7p

SPECIAL INSTRUCTIONS:

Closing Date for submitting Application: An application is required and may be picked up during normal business hours or one may be downloaded from our website. Resumes are encouraged, but will not serve as a replacement for the required application. You can fill out the on-line application and save it to your hard drive. You must print it out, sign it and submit the application to: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled with initial interviews scheduled shortly after 6/16/16.

GENERAL SUMMARY:

Under the supervision of the Dietary Manager, maintains a steady work pace washing and cleaning kitchen utensils and dishes; along with various cleaning duties and proper sanitation procedures in accordance with facility policies.

ESSENTIAL JOB FUNCTIONS:*

Assists in the proper care and use of kitchen and dish room equipment. Reports any problems or breakdowns immediately to supervisor.

Cleans and sanitizes dish room equipment including dish machine strainers, wash and rinse arms, dish racks, carts and counters.

Operates an automated commercial dish machine.

Scrapes soiled dishes, places them into dish machine and supervises travel of dishes through dish machine. Manual dish/pot/pan washing is required.

Sorts clean dishes and transport them to appropriate storage area.

Sweeps, dusts, scrubs and mops kitchen and dish room floors.

Follows daily and monthly cleaning schedules & facility safety program.

Collects and disposes of trash.

Assists in serving and bussing dishes in the main dining room as needed.

Attends in-service training programs for dietary employees.

Follows Resident's Rights policies at all times.

Observes infection control procedures related to the Dietary Department. Follows facility safety program.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

General knowledge of cleaning materials and institutional and dietary housekeeping and sanitation methods preferred.

Must have a keen sense of responsibility to work independently using the highest sanitation skills.

Ability to speak, read, write and follow instructions.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

This position performs work under conditions at times subject to water, water & chemical vapors, humidity, heat, dirt, and disagreeable odors. May be subject to extreme variations of temperature, noise, odors, bloodborne pathogens, and physical, chemical and respiratory hazards.

Balancing, crouching, grasping, pulling, reaching, and stooping are required.

An individual in this position will be required to carry or lift weights from up to 35 to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE,
34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"