



CATEGORY: JOB DESCRIPTION

JOB TITLE: **GENERAL AIDE**

CATEGORY NUMBER: JD-707-08

Report to: Lodge Manager

Hours of Work: As designated by the Manager

Probation Period: Sixty (60) shifts

Position Summary:

- Assist as required in the preparation and serving of meals, general cleaning of work areas and the lodge.
- Responsible for the operation and security of the lodge as required on a twenty four hour basis as per staff schedule.

Duties and Responsibilities

- It is the responsibility of the general aide to maintain a professional relationship with the residents of the lodge by performing the duties identified for this position in a courteous, efficient manner.
- Functions as a member of the staff team in the provision of high quality services for the residents of the lodge.
- Responsible for the health and safety of the residents in the lodge and respond appropriately in emergency situations.
- Adhere to and participate in the Health and Safety Procedures and Policies of the Foundation and perform all tasks in a safe and efficient manner.
- Assist the cook with the preparation of meals.
- Preparation of the breakfast meal on midnight shift.
- Prepares tables for meal times and cleans up after the meals.
- Keeps kitchen and dining areas clean and tidy as required.
- Assists with housekeeping procedures as required.
- Responsible for completing the list of duties of the respective shift for which they are scheduled, as outlined at the lodge in which they are working.
- Responsible for the documentation and communication of all problems or problem areas that are identified during their work shifts as required.
- Must follow the defined lines of communication.
- Other related duties as assigned by the Cook, Manager or designate.

Qualifications:

- Ability to work cooperatively with senior citizens and fellow employees.
- Ability to take and follow direction.
- High degree of flexibility.
- Good communication skills.
- Ability to assume responsibility.