**Nutrition Care Partner**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The primary purpose of this position is to create an enjoyable experience for residents and their guests of the Lighthouses of the Hoy Center and Enhanced Services at Westminster Canterbury on the Chesapeake Bay.

Each of these areas will service anywhere between 12 and 30 individuals at a time by providing quality food and service at all times. The Nutrition Care Partner will be assigned to one of the areas to prepare, cook, serve and/or deliver food in accordance with the current federal, state and local standards, guidelines and regulations, along with our established policies and procedures.

This position follows established culinary instruction in preparation of meals, maintains meal schedules, assists in clean up, kitchen sanitation and maintenance and setting up and taking down the dining areas. Other job duties include delivering food trays to residents' rooms, preparing daily milkshakes and snacks and taking daily inventory of food and kitchen supplies in the Lighthouses of the Hoy Center and Enhanced Services. You will be part of a program that is unique to the needs and desires of our residents and the strengths, talents and skills of your team.

**RESPONSIBILITIES**

* Responsible for preparing and cooking small quantities of a variety of made to order breakfast items (i.e. omelets, scrambled, fried, poached eggs, pancakes, waffles) and sandwiches.
* Prepares milkshakes, smoothies and snacks, and will occasionally be involved in preparing breads, cookies, appetizers for resident afternoon events.
* Delivers food trays to residents' rooms
* Takes daily inventory of food and kitchen supplies in the Lighthouses of the Hoy Center and Enhanced Service kitchens.
* Prepares garnishes as directed and utilizes them to enhance plate presentation.
* Represents Dining Services in all areas of Westminster Canterbury with a positive attitude, using established customer service guidelines, displaying a positive dining experience by displaying a cheerful demeanor when serving residents and following established procedures for food handling, plate presentation and service.
* Demonstrates knowledge of all therapeutic diets and the proper food/condiments served with each diet.
* Demonstrates knowledge of proper food portioning of all items for residents.
* Provides food and beverages for Quench Station and other afternoon activities
* Demonstrates knowledge of infection control and sanitation with regard to food temperatures, hand washing techniques, use of gloves and dating of food items.
* Completes temperature logs of food and kitchen equipment utilizing the HACCP Manager Data System.
* Completes production waste logs, PAR level sheets and all forms relating to the meal service in a timely manner.
* Demonstrates knowledge of proper chemical usage and SDS.
* Cleans and organizes work area to provide a clean, safe and neat environment for residents, self and staff.
* Maintains assigned dining areas by cleaning and resetting tables prior to each meal period.
* Rotates and stocks work area prior to each meal period.
* Participates in monthly inventory process of the Lighthouses of the Hoy Center and Enhanced Services, as assigned by supervisor.
* Demonstrates knowledge of fire safety procedures and assists with evacuation of kitchen and dining areas in the event of fire or other emergency.
* Builds and develops relationships with Nursing, Therapy and Housekeeping, all collaborating to provide the resident with a high-quality dining and living experience.
* Independently handles basic problems. Confers with Nutrition Care Supervisory staff regarding unusual problems.
* Demonstrates dependability and meets established criteria for good attendance and punctuality.
* Adheres to Dining Services dress code, maintaining a clean and neat appearance at all times.
* Attends all Westminster Canterbury mandatory in-services and mandatory Nutrition Care Team meetings as scheduled.
* Performs other duties as assigned.

**QUALIFICATIONS**

* As part of the Lighthouse Model and Person Centric Care, expected to share your interests and talents that may strengthen your daily caring of the residents.
* Must value active listening and observing in order to adapt to each resident’s changing needs.
* Ability to effectively communicate, both written and verbal.
* Ability to use simple math concepts.
* Ability to understand, retain, and complete multiple tasks/assignments.
* Must be able to interact with residents and staff congenially.
* Must interact well with others and demonstrate a high level of sensitivity and interest in people, especially older adults.
* Must be available to work nights, weekends, holidays and special events designated by Westminster Canterbury.
* Regular evening and weekend work, and shift work, working with challenging clients.
* Physical Requirements:
  + Must be at least 18 years old.
  + Must be able to lift up to twenty-five (25) pounds or more.
  + Must be able to push and pull carts/objects.
  + Must be able to stand up to 8 hours consecutively.
  + Must be capable of standing and maneuvering independently and safely around work area.
  + Performance of job tasks will involve exposure to cleaning chemicals, blood, body tissue/fluids and other hazardous materials.
  + Sufficient manual dexterity to operate a fire extinguisher and to manipulate kitchen equipment including stovetop, oven, waffle iron, griddle, Panini, milkshake machine, blenders, can openers, knives, etc.

**BENEFITS**

Limited Benefits for Part-Time Positions

* Scholarship Program for Employees/Family Members
* Employee Assistance Program
* Employee Discounts
* Excellent Advancement Opportunities
* Retirement Plan
* Direct Deposit
* Employee Assistance Program