

**SAINT JOHN'S COMMUNITIES
JOB DESCRIPTION**

JOB TITLE: Porter

REPORTS TO: Executive Chef

STANDARD PRECAUTIONS: Category III

FLSA CATEGORY: Non-Exempt-Hourly

JOB CODE: 23

JOB OBJECTIVE:

Cleans, sanitizes, and stocks food service areas and equipment according to all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must be at least 18 and have a high school diploma/G.E.D. or significant experience in a related job.
2. Must have at least 6 months previous institutional housekeeping and kitchen cleaning experience with demonstrated skill in the use of mechanical floor cleaning equipment.
3. Must demonstrate the ability to comprehend and follow established procedures and a range of verbal/written instructions with a high degree of accuracy. Must read, write and speak English in an understandable manner.
4. Must demonstrate dependability and excellent communication and problem solving skills, be honest, exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
5. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
6. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
7. Must demonstrate the ability to comprehend and follow established procedures, be able to multi- task, be able to work independently and perform various duties without close supervision.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:

1. Duties related to the sanitary maintenance of food service areas; dusts/mops storeroom, kitchens, and cooler floors daily, including under/behind stationary equipment, spot cleans walls/ceilings/floor drains doors daily, mechanically scrubs/buffs floors as scheduled, deep cleans ceilings, walls/ceilings/floor drains ventilator covers, vacuums/cleans condenser fans/grills every 3 months; loads/unloads dish machine in main kitchen for pots/pans and other items.
2. Deep cleans food service equipment according to established schedule; cooking equipment (ovens/steamers/grills/broilers/food warmers), work tables, mobile food carts, exhaust hoods/filters, refrigerated storage units, other food service equipment, as assigned. Runs dish machine to clean all production equipment i.e. pots, pans, utensils, baking sheet.
3. Keeps storage shelves and storerooms clean, organized with items properly stored and rotated when deliveries are made. Reads grocery invoices and verifies receipt of items; notifies supervisor on-duty of shortages/damaged goods, etc. Put stock away in a timely, orderly fashion upon arrival.
4. Handles removal of garbage and all trash from kitchen to kitchen dumpster or compactor area; flatten boxes prior to disposal, hoses out/scrubs interior/exterior; and relines garbage can.
5. Cleans hand-washing sinks, restocks hand-washing liquid and paper towels, and other supplies as needed throughout shift.
6. De-limes dish machines per bi-weekly schedule; removes and cleans hood filters weekly in mechanical Dish machine.
7. Assists with set-up of china, equipment, supplies required for special meals/parties, etc.; restores items after event.
8. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
9. Maintains confidentiality of all department and organizational information.

10. Knows and follows existing lines of communication and authority.
11. Works tactfully and cooperatively with residents, clients, families, visitors and staff throughout the organization.
12. Attends in-services, meetings, seminars as required and changes schedule or works overtime to meet the needs of the residents.

Person Centered Care/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is performed indoors with continuous exposure to wetness and hazardous chemicals used in deep cleaning equipment, stainless steel hoods, floors, walls, etc. There are frequent exposures to temperature extremes of 0° to 40° F when cleaning walk-in refrigerators and freezer/ovens/dish machine and storing deliveries of frozen and perishable foods. There are frequent exposures to hazardous chemicals used in sanitizing dishes and heated water ranging in temperatures of 150-190 degrees; with occasional exposures to burns and bodily injuries/illnesses; seldom are there exposures to blood/body fluids.

EQUIPMENT USED:

Dish washing machine; pails; mops; brooms; trash cans; scrub pads; towels; cleaning cloths; utility carts; spray hoses; protective equipment; gloves; goggles; mask; MSDS labels; pens.

PHYSICAL/ SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTION:

Physical Strength: Must be able to continuously lift/push/pull/move objects weighing up to 50 pounds as when restocking, lifting/emptying garbage containers, operating floor scrubbers; frequently push/pull/move equipment and supplies weighing over 100 pounds as when moving mobile equipment to accommodate cleaning of walls and floors.

Manual Dexterity: Must be able to continuously use hands, arms of simple grasping/pulling as when sweeping/mopping, etc.; frequently use hands, arms to perform moderately difficult manipulations and repetitive tasks as writing labels, cleaning/polishing, etc.

Coordination: Must be able to continuously perform tasks requiring hand/eye coordination and steadiness of motion; frequently withstand heights over 8 feet when cleaning cooking hoods, walls/ceilings, stocking/removing items from shelves.

Mobility: Must be able to continuously stand and walk for prolonged periods; reach over the shoulder, twist, kneel, bend to the floor and work in uncomfortable positions for prolonged periods, as when "reach-in" to scrub ovens, working on ladder with arms stretched over shoulder to clean cooking hoods/ceilings, kneeling to clean floor drains and under stationary equipment.

Speech: Must be able to occasionally speak clearly and make self understood in face-to-face communications with food service supervisor and staff. There is minimal interaction with residents and other department staff.

Emotional Stability: Must be able to continuously work alone to complete assigned stocking/cleaning duties per set daily schedule.

Vision: Must be able to frequently discriminate colors and see objects closely to read cleaning products, MSDS sheets/labels/instructions for use as well as food and supply labels in order to correctly perform stocking duties.

Hearing: Must be able to hear normal sounds and voices with some background noise to receive verbal instructions and communicate with supervisors and other staff.

Concentration: Must be able to frequently concentrate on moderate detail with little interruption as when reading/checking delivery slips/stocking shelves/writing MSDS labels.

Attention Span: Must be able to frequently attend to task and function for more than 60 minutes at a time.

Conceptualization: Must be able to frequently understand and relate to several ideas at a time; occasionally understand and relate concept behind specific ideas.

Memory: Must be able to continuously remember verbal and written tasks/assignments for a full shift.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY: Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor Signature:

Date:

Revised:7/2020