

JOB TITLE: Kitchen Assistant-Adult Day Services

LOCATION: Northfield, IL

FLSA STATUS: Non-Exempt

FT/PT: Part-Time (21 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a Kitchen Assistant for our Adult Day Services Program.

NSSC is a small non-profit social services agency with just over 100 employees. For the third year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

The Kitchen Assistant is responsible for supporting kitchen and lunch activities and assisting with program activities for House of Welcome (HOW) Adult Day Program, a specialized adult day program for people living with dementia that offers structured, therapeutic, small-group activities in a comfortable, home-like setting.

DUTIES AND RESPONSIBILITIES:

- Performs duties related to kitchen and lunch activities, including lunch prep and clean up, preparing snacks and beverages, tracking supplies, doing kitchen laundry, and keeping kitchen clean and organized
- Maintains health department standards
- Assists with program activities
- Responsible for care and safety of program participants, physically assisting them with activities of daily living, monitoring their whereabouts and needs, and monitoring the environment.
- Responsible for recordkeeping
- Communicates regularly and effectively with HOW team and works effectively as a team member
- Demonstrates knowledge of Alzheimer's disease and other dementias
- Demonstrates proficiency in person-centered dementia care

QUALIFICATIONS:

- High school diploma or equivalent
- Other skills required:
 - Interest in and ability to work with older, impaired population
 - Maturity, reliability, flexibility
 - Ability to work on a team in a group setting
 - CPR/AED certification (may be obtained upon hire)
 - First Aid certification (may be obtained upon hire)
- Other skills preferred:
 - Knowledge of the aging process and chronic disorders including Alzheimer's disease and other dementias
 - Skills/experience in working with persons with dementia

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.