

### **Position Description:**

**Mental Health Resource Center**, is seeking a **Housekeeper/Dietary Assistant** to join our Milestones Outpatient Rehabilitation Services Program in the Jacksonville area.

The Milestones Outpatient Psychosocial Rehabilitation program provides therapeutic and educational rehabilitation services to adults with severe and persistent mental illness. The program assists these adults in becoming more functional on a day-to-day basis, and increasing their independence.

The Food Prep/Housekeeper performs all functions necessary to complete general housekeeping and light janitorial duties according to all applicable standards and assists in preparing and serving two meals and a snack daily, storing stock and maintaining a clean and healthy work area as outlined by governing regulations relating to sanitary food service.

Some of the responsibilities of the position include but are not limited to:

#### **Housekeeping Duties:**

- Maintains aisles, hallways and walkways and ensures they are free of any obstructions that may cause a safety hazard for clients, employees and visitors.
- Maintains floors by vacuuming carpets, sweeping, and daily damp mopping throughout the buildings as well as spills that may occur during the day to ensure they are clean at all times.
- Maintains all outside walkways, ensuring that no debris is on the sidewalks and that walkways are swept daily.
- Clean restrooms daily including floors, commodes, partition, sinks, showers, water fountains, mirrors and plumbing fixtures.
- Cleans offices, staff dining area, classrooms, solariums, and lobby; wipes down furniture, plants, TVs, and blinds as needed or directed to keep free of dust and debris; throwing out trash left on table. Wipe chairs and classroom tables with disinfectant, damp mop around furniture and rugs. Vacuum area rugs and carpets.
- Cleans staff refrigerator once a week, throwing away outdated food, wiping down surfaces inside and out.
- Cleans and disinfects client phone and phone counter top.
- Empties all ashtrays and trash receptacles and replaces liners each day. Takes trash to designated area for removal. Cleans areas around trashcan to remove spills or stains as needed.

### **Food Preparation Duties:**

- Checks in delivered food, takes and records temperature and signs delivery slip for all food items.
- Assists with rotating stock and storing of all food items in proper area.
- Sets up and serves all breakfast and lunch meals; including afternoon snacks.
- After meals, cleans up dining room and places all condiments in storage.
- Maintains kitchen and work area in a neat and orderly manner.
- Knowledgeable about all governing regulations relating to sanitary food services, as outlined by State of Florida, Department of Health, County Health Department.
- Stores stock items purchased from vendors and rotates all stock.

### **Position Requirements**

In order to be considered candidates must have a High School Diploma or equivalent required.

One year of institutional or hospitality cooking experience preferred.

Housekeeping experience preferred.

Must be able to interact appropriately with internal and external customers, including individuals served, families, community service providers, supervisory staff and other professionals.

Must clean all areas in accordance with all internal and external procedures, including licensure and accreditation standards.

### **Position Details:**

This is a Full Time Days position: Monday through Friday, 8:00am to 3:30pm.

***This full time position offers a comprehensive benefits package.***