

**EMPLOYMENT OPPORTUNITIES**  
**AT BEACON HILL**

**DINING SERVICES**

**WAIT STAFF – FULL AND PART TIME**

The Server is responsible for providing the very best dining experience to Residents & guest, by serving meals and beverages in a prompt and courteous fashion.

**COOK ASSISTANT (BAKER)- FULL TIME SHIFT**

Prepare food in accordance with current applicable Federal, State and local standards, guidelines and regulations, with our established policies and procedures. Maybe directed by the Kitchen Supervisor or Director of Dining Services, to assure that quality food service is provided at all times. Bake and prepare desserts for Health Center, Independent Living and special events. Sanitation certificate required.

**UTILITY WORKER - FULL TIME AND PART TIME**

Utility Worker performs a number of kitchen activities including pot washing, dish washing, general cleaning duties and storing of non-food supplies.

**ENVIRONMENTAL SERVICES**

**APARTMENT ATTENDANT - FULL TIME (40 HOURS A WEEK)**

Responsible for maintaining clean and sanitary conditions in assigned areas and other as observed through the economical use of supplies, proper care and use of equipment and maintaining standards of quality for work performance

**ADMINISTRATION**

**RECEPTIONIST – PART TIME**

The Receptionist is responsible for answering and transferring all incoming calls in a courteous and professional manner, giving information, direction and other appropriate assistance to Residents, staff, guests and vendors. Performs a variety of other clerical duties as assigned.

**HEALTH CENTER**

**HEALTH CENTER ADMINISTRATOR**

The Health Services Administrator is responsible for assisting the Executive Director in the overall administration of the community. HC Administrator will supervise operations of the service delivery in the health center as directed by the Executive Director. The primary focus of this position is the health center and maintaining compliance with State and Federal Regulations. HC Administrator may be called upon to handle special projects for the Regional Director and the Executive Director. In the Executive Directors absence, the Health Services Administrator will assume responsibility for all facility operations.

**C.N.A – ALL SHIFTS- FULL TIME**

Assist the professional staff nursing by providing residents with routine daily nursing care and services in accordance with established policies and procedures, including proper feeding, bathing, dressing, exercising, toileting and general comfort of the residents.

**RN – NIGHT SHIFT – WEEKENDS**

The Staff Nurse is responsible for hands on Resident care, proper and timely administration of medications and treatments, accurate verbal and written reports and rapid response to any/all emergency situations

**PLANT SERVICES**

**SECURITY GUARD – PART TIME - EVENINGS**

Responsible for maintaining the safety and security of all Residents; and company property.