



Burcham Hills Retirement Community Current Open Positions

Posted: 2/1/2012

Position	Shift	Dept	Status	New this week
CNA**	1 st , 2 nd , 3 rd	CHR	PT	
LPN/RN**	2 nd	CHR	FT	
LPN/RN**	1 st , 2 nd , 3 rd	CHR	PT	
Nursing Supervisor**	1 st	CHR	FT	
RN**	3 rd	CHR	FT	
Cook	2 nd	Hospitality	FT	
Cook Assistant	Flex	Hospitality	PT	
Diet Tech assistant	Flex	Hospitality	PT	
Dishwasher	1 st , 2 nd	Hospitality	PT	
Executive Chef **	1 st	Hospitality	FT	
Server / Dining Room Attendant	1 st , 2 nd	Hospitality	PT	
IT Assistant	Flex	Maint	PT	
Maintenance Tech	Flex	Maint	PT	
PTA**	1 st	Rehab	PT	
Caregiver/CNA**	1 st , 2 nd , 3 rd	Resident Center	PT	

**** Certification/License or Degree required**

Diet tech assistant: will be serving meals and assisting the clinical nutrition team with tasks such as audits and menus. No degree required, CDM or BS in Nutrition preferred. Demonstrate excellent computer skills. Good attention to detail. Food service experiences a plus. Hours varied, must be flexible, weekend rotation may be required.

Cook Assistant: Must be flexible to work either shift (4:30 a.m. to 1:00 p.m. or 10:30 a.m. to 7:00 p.m.). Must have some experience with cooking. Serve Safe Certification preferred.

Cook: 10:30 a.m. to 7:00 p.m. Must have some experience with cooking. Serve Safe Certification preferred.

Executive Chef: To oversee daily operations of the kitchen and ensure the highest quality food products, an associate's degree (A.A) or equivalent from two-year college or technical school required. Two to four years related experience and/or training required; or equivalent combination of education and experience. Must have two years supervisory experience and demonstrate ability to manage within a budget. SERV-SAFE Certified.

Maintenance Tech: Sat and/ or Sun 7-3:30 plus additional hours during the week as needed; Previous Maintenance experience required.

IT Assistant: Part time, flexible. Provide back-up to IT Coordinator. Must be able to assist as an IT tech and IT support. Understand server maintenance. Classes or degree in IT (computer networking).

Nursing Supervisor: Shift Primarily M-F noon to 8:30 with some weekend and rotating on-call. Requires – RN – LPN would be considered if in pursuit of RN Primary Duties – Assist nurse managers and Admission Nurse on first floor with various responsibilities including – orientation of new employees, monitoring and coaching of Nurse and CNA performance, assessment of rehab clients, customer service excellence for rehab clients, families, visitors and employees, audits and monitoring of quality and safety measures, MDS, attendance of care conferences and family meetings, assistance/coverage with admissions.