

# Christian Health Care Center

*Mission: Providing skilled health care services with compassion and love in Christ's name*

## JOB DESCRIPTION

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**TITLE:** Hospitality Aide  
**REPORTS TO:** Licensed Nursing Staff  
**FLSA STATUS:** Non-Exempt, Hourly

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## JOB DESCRIPTION

**JOB SUMMARY:** The Hospitality Aide is responsible for assisting nursing assistants with non-direct patient care needs. The Hospitality Aide will interact daily with elderly individuals which requires patience and kindness.

### **ESSENTIAL JOB FUNCTIONS:**

1. Provides a pleasant, positive and calm environment for residents.
2. Communicates and works smoothly with residents, families, supervisors, and co-workers.
3. Respects and abides by Resident Rights.
4. Maintains confidentiality in all things relating to residents.
5. Checks in with Charge Nurse on unit(s) to obtain report.
6. Checks that clean linen carts are stocked.
7. Fills ice chest on each unit.
8. Transports residents to and from Dining Room for meals and / or Activities.
9. Assists with coffee service in Dining Room.
10. Assists with meals in Dining Room as needed. Hospitality Aides may only assist with feeding residents that do not have complicated feeding problems which require a trained nurse.
11. Helps pass and set up trays for residents in Dining Room.
12. Charts intake.
13. Makes residents beds and straightens up rooms.
14. Completes bed changes as needed and with each shower.
15. Checks and cleans nightstands; restocking personal care items as needed
16. Checks equipment (ie. Bedpans, urinals, commodes) in rooms to be sure they are clean, free of stains and in good repair- if not, clean or replace. Wipe down commodes in rooms.
17. Checks supply of gloves in each room and replace as needed.
18. Assists in passing refreshments to residents and checks water pitchers.
19. Help answer call lights.
20. Clean Soiled Utility Rooms (all units)
21. Provides washcloths/linens/gowns for HS cares.
22. Provides 1:1 visits as directed by Licensed Nurse.
23. Stocks linen carts for next shift.

## **QUALIFICATIONS:**

### **Knowledge, Skills, and Abilities:**

- Must be a minimum of 16 years of age
- Must be able to effectively read, write and speak English
- Must be able to obtain Dining Room Assistant Certificate

The Hospitality Aide is at high risk for exposure to blood and body fluids when actively providing assistance with non-direct patient care needs.

## **PHYSICAL REQUIREMENTS:**

- Must be able to walk, turn, bend and stoop frequently while assisting residents, making beds, moving equipment weighing up to 50 lbs..
- Must be able to see residents and their needs and to read instructions. Must be able to hear residents requests and warning signals.

## **WORKING CONDITIONS:**

- Works inside the facility throughout the Nursing Service area, nurse stations and patient rooms.
- Sits, stands, bends, lifts, reaches, walks, and moves throughout working hours.
- Is subject to frequent interruptions.
- Is subject to quiet to moderate noise levels due to phones and cleaning equipment.
- Is involved with patients, personnel, visitors, government agencies/personnel, under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, family members, personnel and visitors.
- Communicates with the medical staff, nursing and ancillary staff, and all other departments.
- Is subject to hazards in the work area; odors, exposure to sharp instruments, chemical cleansers throughout working hours.
- Is subject to infectious waste, diseases and other conditions.

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*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*