

# STAFF DUTIES & STAFFING PATTERN

- Assist in personal care as needed
- Socialize with residents
- Keep facility clean and organized
- Monitor the administration of medication
- Provide healthy meals
- Maintain safety & security of all residents

Shift	Time	Additional Duties
Day	7:00 AM - 3:00 PM	Laundry: Sheets & Towels Serve: Breakfast & Lunch Showers: 8:30-10:30 Medications <i>Breakfast 7:30am-8:30am</i> <i>Lunch 11:30am-12:30pm</i>
Evening	3:00 PM -11:00 PM	Cook: Dinner Serve: Dinner Clean Kitchen Showers: 7:00-8:30 PM Medications <i>Dinner 5:30am-6:30pm</i>
Night	11:00 PM - 7:00 AM	Laundry & folding Clean Restrooms Bake snacks Food Prep for next day
Director	8:30 AM - 4:30 PM	Finances & Payroll Scheduling of Staff Registrations Coordination of Services Plan activities Food & supplies ordering Assist with Cooking

