

Shift Guide

Expectations include, but are not limited to:

- Be on time
- Excellent resident care
- Great attention to details and complete all scheduled tasks
- Good attitude towards residents and co-workers
- Good knowledge of your job
- Become familiar with all shift duties
- Always contact your administrator in case of emergency

Orientation

- Be familiar with all shift duties
- All employees are expected to show up to work on time
- Assist contract help as needed. (Hospice, home health, physical therapists, etc.)
- Assist with up-keep on all lists. (medical, grocery, cleaning, etc.)
- Take all dirty incontinence pads out of each room and bring to the garbage every time you change a resident
- Pull all other garbage at the end of each shift
- All shifts are responsible to keep the home clean and do their assigned tasks
- Treat spills immediately to help keep our carpets clean. If there is a mess on your shift, don't leave it for the next shift
- Don't mix resident's laundry
- Do not wash towels with clothes
- Do not wash smocks with towels
- Do not wash any item with body fluids with kitchen laundry.
- Most cleaning supplies are a commercial product and usually need to be diluted so read directions carefully
- Before leaving a resident's room, make sure alarms are in place
- No food is to be taken home by staff
- Caregivers need to ensure residents get every medication as ordered every time. The only time we don't worry about the medications is if they are in another facility where they can get the medications needed (hospital or other nursing facility)
- Adhere to dress code – refer to the employee handbook (if you are in doubt, don't wear it)
- You are required to read Policy and Procedures book and be familiar with basic operations and observe all policies and procedures. If in doubt, ask Administrator or House Manager
- You are expected to use your best judgment to protect and provide excellent care and services to The Cottages' residents as well as safeguard the facility and the interest of the owners and administrator

****If you do not have a current CPR/1st caregivers card and med assistance certification, you must get them before you can work unsupervised. Your administrator can assist you with this process. This is at your own expense. Failure to obtain your required certifications can result in termination.**

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All Shifts: (duties are not necessarily in order)

Day Shift:

- Count narcotics and sign control logs
- Check menu for the day and see what you have to do
- Check bed changing schedule and shower schedules (make and change beds immediately)
- Help get residents up and assist with dressing, showering, grooming, etc. as scheduled
- Do laundry
- Finish preparing noon meal and set the tables
- Pass any before meal meds
- Get residents to table
- Serve lunch
- Pass noon meds
- Clean table, put food away, be sure and label all food with date and what it is.
- Run dishwashers and put all dishes/pots and pans away
- Sweep dining area after meals.
- After lunch prompt and help any resident per the toileting schedule
- Do Logs and clean as scheduled.

Evening Shift

- Finish dinner prep and set table for dinner
- Pass any before meal meds
- Get residents to table for dinner
- Help serve residents, pass meds, and assist residents back to rooms or sitting area.
- Help any resident needing assistance to get ready for bed (make sure that if they wear dentures, that they are taken out, rinsed and soaked for the night. Teeth brushed, face washed, hands clean. -Make sure the proper bedtime pads are put on residents that require them.)
- Give any bedtime snacks per med sheets - remove and wash snack dishes from rooms before going home.
- Clean-up and run the dishwasher if it's over ½ full. Make sure it is not too full and blocking rotating arm.
- Assist with showers as scheduled.
- Do Laundry per schedule.
- Clean kitchen.
- Check cleaning schedule and clean as needed.
- Check residents hourly after they go to bed.
- Do logs

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Helper Shift Job Description

- Clean bathrooms as needed and per schedule
- Help get evening meal prepped -- table set and help get residents to table
- Help with medication assistance if needed
- Help clean table, load and run dishwasher, clean stove, counters, microwave and any other areas as necessary
- Help with any resident showers that are needed
- Help residents back to rooms and turn down beds for all residents –double pad as necessary
- Make sure garbage is pulled from rooms after shift and after changing each resident
- Help with bedtime meds if needed
- Kitchen should be clean and residents ready for bed before going home.
- Ask if there is anything else the other caregivers who need help with before going home.

Night Attendant

- Count narcotics and sign in. Make sure the count is correct before signing.
- Check on residents hourly throughout the night.
- Help with residents that are incontinent. You may have to wake them up for regularly scheduled toileting.
- Ensure the residents get their early morning medications and coordinate with AM shift on breakfast meds.
- Prepare most of the next day's meals. Do not cook the items unless it takes more than 4 hours for the meat to cook.
- When finished prepping next day's meals - pull meat needed for the next day so it will be thawed out.
- Have everything ready to serve breakfast, including table set, juices made, etc.
- Clean up kitchen and run dishwashers if more than 1/2 full.
- Help residents who need assistance with dressing, grooming, and toileting who get up early.
- Change and make beds per schedule and shower those who get up early per schedule.
- Give early morning medications at appropriate times. Do not sign med sheets until medication is given.
- Clean unoccupied rooms weekly, dust, flush and swish toilet bowl, and vacuum as needed.
- Check and adhere to cleaning schedule
- Make sure daily logs are done & accurate. (Remember these are legal documents don't mention another residents' name)
- Misc as needed. If you see something that needs to be done and it won't disturb the residents, do it.
- Do laundry per schedule