Proposed responsibilities/tasks & projects

Departments:

- Dietary - Working directly with Dietary manager for up to a 2 week period learning purchasing of food, scheduling menus, cooking of food and scheduling employees

- Housekeeping/Laundry – Working with housekeeping personnel learning the cleaning process of both resident rooms and clothing.

- Administration- Working with the administrator and accounting staff to understand admissions, all accounting functions (accounts payable, accounts receivable, billing, payroll), financial reporting, census, and fundraising.

- Community Activities- Working with social services on the Medicaid application process, serving the food need of the communities, and handling difficult situations that may occur with residents.

Required skills and qualifications: Wanting to learn the details of running an elder care facility.

Academic Majors: Business Major