



7019 Lynmar Lane
Edina, MN 55435
www.littlehospice.org

Hospice Cook & House Manager

Full Time

We are seeking a compassionate, dependable Hospice Cook and House Manager to join our team at Little Hospice. The Hospice Cook and House Manager prepares and serves meals (lunch and dinner) for patients and their families/friends. The position also manages interior and exterior maintenance. The position will also provide general support, including greeting visitors, responding to patient call lights as appropriate, and occasionally answering phones. The position will also bake desserts, maintain general cleanliness of the facility, and restock low items from supplies, often with the support of volunteers. Position hours: 10 am to 6 pm.

N.C. Little Memorial Hospice, Inc. (Little Hospice) is an 8-bed hospice home located in a quiet Edina residential neighborhood since 1996. We are known for providing compassionate patient care and have a longstanding reputation of excellence. Our families often come to us exhausted and overwhelmed. Our multidisciplinary team of trained hospice caregivers and support personnel provides a tremendous amount of comfort and support.

Job Duties

- Prepare, serve, and store food in compliance with all laws, rules, regulations, policies, and procedures as they relate to food service.
- Perform weekly, monthly, and quarterly safety checks as described in the safety checklist.
- Shop for groceries and household supplies regularly and as needed.
- Maintain kitchen sanitation and safety standards.
- Direct volunteers as directed by the Volunteer Coordinator.
- Treat patients and visitors with warmth, compassion, and respect.
- Additional duties as assigned.

To apply:

Email your resume and cover letter to director@littlehospice.org

Closing date: when filled