



# United Methodist Communities

Bristol Glen

*United Methodist Communities at Bristol Glen, a premier continuing care retirement community located in beautiful Sussex County is certified as a Great Place to Work! We offer excellent benefits, competitive compensation, shift differentials, paid time off and New Jersey Earned Sick Leave, free uniforms and shoes, and a positive working environment.*

**We are seeking candidates for the following full-time and part-time positions. Please apply online for any one of the following positions at: <https://umcommunities.org/senior-service-careers/>**

## **\*Temporary Housekeeper Position: 7am- 3pm**

Job description: We are seeking an experienced, dependable Housekeeper to maintain proper cleanliness and sanitation throughout the community buildings, including pantries, dining areas, offices and common area bathrooms. We are looking for candidates with a track record of providing excellent service. We offer competitive wages, excellent benefits and a beautiful and positive working environment. This is a great opportunity for a motivated professional who wants to make a difference in the lives of seniors.

Education: High School diploma or equivalent

Experience: some previous experience in housekeeping/cleaning preferred.

## **\*CNA-Certified Nurse Assistant-Exciting Opportunity to Receive Paid Training this September**

Job description: United Methodist Communities at Bristol Glen, a premier continuing care retirement community located in beautiful Sussex County is seeking compassionate people interested in training to become licensed Certified Nurse Assistants and who will work full-time at United Methodist Communities at Bristol Glen.

Education: High School diploma or equivalent.

Experience: No experience required.

### **\*Receptionist/Security – 12:00am – 8:00am Every Weekend**

Job description: Reliable Reception/Security professional to handle interior and exterior security through manual observation and the use of on-site cameras. The security professional will be responsible for greeting facility guests and associates both in person and on the telephone, monitoring the interior and exterior of the facility, checking to make sure that the building is secured and reporting any suspicious activity to the local police department. The ideal candidate for this position has a background in security and a professional demeanor. Represents UMC in the best possible light both in person and on the telephone.

Education: High School diploma or equivalent

Experience: Two years of general clerical, telephone & typing experience. Some work experience as a security guard, watch person, firefighter or police officer preferred.

### **\*Dining Server 11:30am – 7:00pm**

Job description: You can make a difference every day in the lives of our residents. On-the-job training provided, paid time off, holiday pay, and lots of other perks! To serve meals to all residents, maintain the cleanliness of the dining room(s) and kitchen, maintain table supplies, and prepare salads, desserts, etc., as instructed. Provides excellent customer service through the entire meal service including: order taking, salad, soup, beverage and dessert dish up, clearing between courses, etc.

Education: High School diploma or equivalent

Minimum Qualification: No previous or supervisory experience required.

Experience: Three months experience as a waitress/waiter is preferred.

### **\*CNA – Evening 2:00pm-10:00pm & 10:00pm – 6:00am**

Job description: We are seeking compassionate CNAs licensed in New Jersey for all shifts to care for our residents. The CNA provides basic resident care under direction of nursing by performing personal care activities for resident, including: bathing, skin and nail care, oral hygiene, shaving and dressing. Completes daily skin checks and reports changes to nurse. Participates in the dining experience, i.e., serving, clearing, cutting and feeding – based on resident's strengths.

Education: High School diploma or equivalent.

Experience: minimum 6 months prior experience in a Long Term Care setting. 1 to 2 years' experience preferred.

Required: Current New Jersey Certified Nursing Assistant Certification in good standing.