

Maldonado Proposed Memory Care Community - Operational / Staffing Plan

	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00-7:00
<b>WEEKDAY SHIFT</b>	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Direct Caregivers (three shifts) (also servers during meals)																	
Administrator / Marketing				1	1	1	1	1	1	1	1	1	1	1	1	1	
Nurse / LVN				1	1	1	1	1	1	1	1	1	1	1	1	1	
Activities Director				1	1	1	1	1	1	1	1	1	1	1	1	1	
Lead Chef	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Cook / Prep																	
Prep/Dishwasher																	
Bus-driver/Facility Mgmt																	
Housekeeper PT (Morn/Eve Shift)																	
<b>TOTAL STAFF ON-SITE</b>	7	8	8	11	10	11	12	12	11	10	10	7	8	7	6	6	3

**NOTES:**  
 Night-time care-giving shift (23:00 - 7:00) responsible for personal laundry. Flat sheets and linen supplied by third party vendor (Mission Linen). Delivery once a week.  
 Bookkeeping service provides billing, A/P, A/R functions off-site. On-site for approximately one week, once a year for annual audit.  
 Food service delivery generally includes two vendors (Jordanos, Local Farmer's Co-Op) - twice a week. Delivery is variable but can generally be scheduled.  
 Medical prescriptions, personal care products and assistive devices provided by one vendor (Federal Drug). Typical deliver once or twice weekly as needed.

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<b>WEEKEND SHIFT</b>	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Direct Caregivers (three shifts) (also servers during meals)																	
Receptionist / Marketing																	
LVN																	
Activities Coordinator (PT)																	
Lead Chef	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Cook / Prep																	
Prep / Dishwasher																	
Facilities Mgmt / Gardening																	
Housekeeper PT (Morn/Eve Shift)																	
<b>TOTAL STAFF ON-SITE</b>	7	8	8	10	9	12	12	12	11	9	9	7	8	6	6	6	3

Deliveries not typical during weekend.